



Trainee Name: _____ Date: _____

FNS41820 Certificate IV in Financial Services requirements: 1 Core and 12 Electives
- a minimum of 6 of the electives for this qualification must be from FNS coded units

This qualification is intended to provide a flexible general purpose pathway in the financial services industry. It is intended to meet the training needs of employees with roles that involve working across a range of duties in the financial services sector where a specialist qualification is not the most suitable qualification to meet their training needs. This qualification would provide a pathway into any Diploma level qualification in the Financial Services training package, based upon the electives chosen.

PLEASE TICK YOUR CHOSEN UNITS BELOW

CORE UNITS The 1 Core unit below (+ 12 Elective units) must be completed to gain the full qualification.		RPL or Credit Transfer (CT) or Study Unit - please tick your preference		
FNSINC411	Conduct work according to professional practices in the financial services industry	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>

ELECTIVE UNITS 12 Elective units are required. Please choose 12 only from below or provide proof of prior completion by email. A minimum of 6 units chosen must have an FNS coding.		RPL or Credit Transfer (CT) or Study Unit - please tick your preference		
<i>General Financial Service Units:</i>				
FNSACC405	Maintain inventory records	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC412	Prepare operational budgets	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC413	Make decisions in a legal context	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSTPB402	Establish and maintain payroll systems	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCUS402	Resolve disputes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSSAM402	Implement a sales plan	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSRSK411	Apply risk management strategies to own work	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSORG411	Conduct individual work within a compliance framework	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>Unit Choices continued ...</i>				



<i>Lending Units:</i>				
FNSCRD401	Assess credit applications	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD402	Establish and maintain appropriate security	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD403	Manage and recover bad and doubtful debts	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD404	Utilise the legal process to recover outstanding debt	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD405	Manage overdue customer accounts	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>Generic Units:</i>				
BSBADM405	Organise meetings	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCMM401	Make a presentation	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCOM401	Organise and monitor the operation of compliance management system	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCOM402	Implement processes for the management of a breach in compliance requirements	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUE405	Survey stakeholders to gather and record information	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS401	Coordinate implementation of customer service strategies	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCUS403	Implement customer service standards	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBGOV403	Analyse financial reports and budgets	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBINM401	Implement workplace information systems	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBITU402	Develop and use complex spreadsheets If choosing this unit, what version of Excel do you use? <input type="checkbox"/> 2007 <input type="checkbox"/> 2010 <input type="checkbox"/> 2013 <input type="checkbox"/> 2016/365	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
<i>Unit Choices continued ...</i>				



BSBLDR402	Lead effective workplace relationships	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBLDR403	Lead team effectiveness	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT401	Show leadership in the workplace	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBMGT403	Implement continuous improvement	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG411	Apply project quality management techniques	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG412	Apply project cost management techniques	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBPMG415	Apply project risk management techniques	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBREL402	Build client relationships and business networks	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRES411	Analyse and present research information	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRKG404	Monitor and maintain records in an online environment	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBRSK401	Identify risk and apply risk management processes	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBSMB407	Manage a small team	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWHS414	Contribute to WHS risk management	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBWOR404	Develop work priorities	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
				<i>Continued ...</i>



[Full qualification = 1 Core Unit + 12 Elective Units]

<p>If you have already completed alternative Elective units through RPL, Credit Transfer or Study, please write/type those units in the rows that follow, include your Statement/s or Transcript/s in your email to us, and we will determine their eligibility for recognition towards this qualification.</p>	
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
	<p>RPL CT</p> <p><input type="checkbox"/> <input type="checkbox"/></p>

Once completed, please email to support@financeinstitute.com.au