



Trainee Name: _____ Date: _____

FNS41820 Certificate IV in Financial Services requirements (Release 2, 15 June 2022): 1 Core and 12 Electives
- a minimum of 8 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, dependent on 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 8 units chosen must have an FNS coding.	RPL or Credit Transfer (CT) or Study Unit - please tick your preference		
– Group A – General Financial Services			
FNSACC405 Maintain inventory records	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSACC412 Prepare operational budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FNSACC413 Make decisions in a legal context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FNSCUS412 Resolve disputes (equivalent to FNSCUS402)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FNSORG411 Conduct individual work within a compliance framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FNSRSK411 Apply risk management strategies to own work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Group B – Mortgage Lending			
FNSCRD401 Assess credit applications	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
FNSCRD404 Utilise the legal process to recover outstanding debt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FNSCRD412 Establish and maintain appropriate security for credit facilities (equivalent to FNSCRD402)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FNSCRD413 Manage and recover bad and doubtful debts (equivalent to FNSCRD403)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FNSCRD415 Manage overdue customer accounts (equivalent to FNSCRD405)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Group C – General			
BSBAUD412 Work within compliance frameworks	RPL <input type="checkbox"/>	CT <input type="checkbox"/>	Study Unit <input type="checkbox"/>
BSBCMM411 Make presentations (equivalent to BSBCMM401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBFIN501 Manage budgets and financial plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBINS401 Analyse and present research information (equivalent to BSBRES411)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBINS402 Coordinate workplace information systems (equivalent to BSBINM401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBINS409 Maintain and monitor digital information and records (equivalent to BSBRSK404)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBLDR411 Demonstrate leadership in the workplace (equivalent to BSBMGT401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBLDR413 Lead effective workplace relationships (equivalent to BSBLDR402)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBLDR414 Lead team effectiveness (equivalent to BSBLDR403)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBOPS403 Apply business risk management processes (equivalent to BSBRSK401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBOPS404 Implement customer service strategies (equivalent to BSBCUS401)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBOPS405 Organise business meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBPEF402 Develop personal work priorities (equivalent to BSBWOR404)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBPMG426 Apply project risk management techniques (equivalent to BSBPMG415)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBSTR402 Implement continuous improvement (equivalent to BSBMGT403)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBTEC402 Design and produce complex spreadsheets (equivalent to BSBITU402)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBTWK401 Build and maintain business relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBWHS414 Contribute to WHS risk management (equivalent to BSBWHS404)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued



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.

	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
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	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
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	RPL <input type="checkbox"/>	CT <input type="checkbox"/>
	RPL <input type="checkbox"/>	CT <input type="checkbox"/>

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