

FACT SHEET

FNS50504 Diploma of Financial Services
(Finance/Mortgage Broking Management)



The National Finance Institute

National Provider Number: 31203



What does the course cover?

This comprehensive training course delivers industry-specific concepts and proven techniques to experienced mortgage brokers.

Trainees must have attained the Certificate IV FNS40804 qualification prior to undertaking this Diploma course.

The Diploma of Financial Services (Finance/Mortgage Broking Management) provides individuals with advanced knowledge and skills that are required to be a professional finance or mortgage broker offering services which may include commercial lending.



This Diploma course covers a broad array of information in 2 parts, as listed below:

PART 1

RISK AND RISK MANAGEMENT

- The main elements of Risk Management
- Communication and Consultation with Stakeholders
- Organisational Environments and Establishing the Internal/External Context
- Establishing the Risk Management Context
- Development of Risk Criteria
- The Industry Analysis and Life Cycle
- Demographic/Social Impacts
- Cost Structure
- Environmental Forces
- Bargaining Power of Buyers and Suppliers
- The Threat of a New Entrant or Substitute Products/Services
- Business Operational Analysis

RISK TYPES

- Financial and Security Analysis
- Key Financial Statements
- Balance Sheet, Income Statement
- Cash Flow Analysis and Statement of Cash Flows
- Classification of Cash Flow Transactions
- Ratio Analysis
- Key Terms and Overall Business Assessment

PHYSICAL RISK

- Physical Risk Analysis
- OH&S Economics and Legislation
- Prevention Principles

LEGAL RISK

- Sole Trader / Partnership / Company / Trusts
- Researching a Business

SUMMARY OF RISK ASSESSMENT AND MANAGEMENT

- Management Commitment
- Responsibility and Authority
- Resources and Infrastructure
- Culture Change
- Monitoring and Reviewing Risk Management Effectiveness
- The Challenge for Leaders - Integration
- The Challenge for Managers - Leadership
- The Challenge for All - Continuous Improvement
- Key Messages and Questions for Managers

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PART 2

CREATING THE OPPORTUNITY

- Issues to Consider and Your Existing Data Base
- Networking
- Niche Markets and Alliances
- Campaigns and Trade Shows

KNOWING YOUR CLIENT

- Influencing the Behaviour of Others and Client Characteristics
- Risk Tolerance
- Assets and Cash Flow
- Financial Literacy and Investment Strategy
- Personal and Business Goals

RATIO ANALYSIS

- Financial Ratios and Analysis
- Commitment Ratio
- Shortfall Analysis
- Serviceability Analysis

CASHFLOW, BUSINESS BUDGETING & BUSINESS PLANS

KNOWING THE BUSINESS

- Leasing and Asset Finance
- Equipment/Asset Finance Indicators
- Industry Participants
- Australian Equipment Lessors Association (AELA)
- Commercial and Asset Finance Brokers Association (CAFBA)
- Categories and Products
- Subvention
- Acceptable Securities for Leasing/Equipment Finance
- Marginal Transactions
- Payments in Advance or Arrears
- Terms and Rates
- Implicit Rate
- Disclosure, Regulations and Taxation

COMMERCIAL FINANCE PRODUCTS

- Business Instalment Loans
- Fully Drawn Advance
- Factoring (Account Receivable Finance/Debtor Finance)
- Overdraft
- Line of Credit
- Commercial Bills or Bank Bills
- Acceptable Securities

TECHNICAL CONSIDERATIONS

- Contracts - Simple and Formal
- Establishment of Security
- Interest in Land and Titles
- Security Terminology and Contract Execution

PACKAGING THE SUBMISSION

- Supporting Documentation and Information
- Financing Solutions WEB and Paper Based
- The Loan Process Completing the Deal and Submission Tips

BROKERAGE AND COMMISSIONS

***Is the course accredited with the MFAA?***

Yes, as the Diploma qualification is a nationally recognised qualification the MFAA must recognise it as suitable for the professional development of mortgage originators. Although the Certificate IV remains the minimum education for both mortgage broker training and finance broker training requirements, this Diploma qualification is mooted to become the future minimum education standard.

Is the course nationally recognised?

Yes the FNS50504 Diploma of Financial Services (Finance /Mortgage Broking Management) is a Nationally recognised qualification and is part of the FNSO4 Financial Service Training Package.

What are the entry requirements?

Successful completion of the FNS40804 qualification ("Cert IV") is a pre-requisite to the FNS50504 Diploma course.

When can I start the course?

Distance education courses can commence at any time. Simply complete the Course Enrolment Form to get the process started. Once we process your details, your course material will be forwarded by express post within 2 days. Proposed workshop course dates are updated regularly and are available on our website, with regular courses held in most cities approximately once per month. Please see the website for regular updates. Groups of 4 or more can often be accommodated outside of these dates, if required, to suit specific requirements. NFI requires a minimum of 4 students registered to conduct any workshop.

Do you offer this course by distance education or online?

Yes, this course is offered by distance education and by online e-learning, in addition to workshop mode. When completing the course via distance education or online you are able to begin the course at any time. After completing the enrolment process, distance learning students will receive their course material and assessments. Online e-learning students will access the course via NFI's online e-learning platform. Online students do not receive a hard copy of the training material.

Who has this course been developed for?

- (1) People currently working for, or as, a mortgage broker or similar who are looking to formalise their skills and develop their knowledge; or
- (2) People working for a mortgage manager, bank, credit union, building society or similar and who are seeking to formalise or advance their skills; or
- (3) People seeking to find employment or advance their employment status with a mortgage broker, mortgage manager, bank, credit union, building society or similar; or
- (4) People outside or new to the industry who are considering entering the mortgage origination and/or lending Industry or adding to their existing services scope.

What career opportunities will it provide on completion?

You may seek employment (including self-employment, contract work or as a franchisee) in finance broking or mortgage broking. It may also lead to employment in mortgage lending within a bank, building society, credit union or mortgage manager. Mortgage broker training and/or finance broker training may open the door to a large variety of career options. It can also serve as an additional scope to existing client services.

How long will this course take to complete?

The face-to-face workshop mode is delivered in five days for Certificate IV plus a two day workshop for the additional Diploma modules. If you have already obtained your Certificate IV with NFI the face to face option is a two day workshop plus completion of the assessment tasks (approx 20 hours). You have 6 months to complete the course in distance education/online mode, working through at your own pace.

What materials/equipment do I need?

Access to a computer is desirable but is not required whilst in class however we recommend use of a calculator (a financial calculator if possible, but it is not essential). Course manuals are supplied at the commencement of workshops.

How much does the Diploma course cost?

Workshop mode - \$945 per student

Distance education mode - \$745 per student

Online e-learning mode - \$545 per student

These costs are in addition to the cost of Certificate IV completion (if not already held) and are inclusive of course content, assessment and Certificate delivery. There is no GST component. Discounts may be available for group bookings.

***Are any subsidies available to assist with payment?***

The Australian Government provides a range of incentives to employers for employing an apprentice or trainee. Australian Apprenticeships (the term given to apprenticeships and traineeships) are available in over 600 different occupations, some part-time and some full-time, (including some for mature age workers). The training can be flexible and can be delivered either on-the-job (at work), off-the-job (at a college/campus), or a combination of both. It is recommended that employers make enquiries with Government departments to determine eligibility.

As the Certificate IV course has been approved by Centrelink for the payment of Youth Allowance, Austudy Payment, trainees should contact Centrelink directly to enquire into eligibility of the Certificate IV course components.

Where are the workshop training courses held?

You will be notified of the venue prior to the course commencing. Whenever possible, we arrange venues with suitable parking available for students. We typically hold workshops at least once per month in each major city.

When does the workshop course start and finish?

Workshops will begin at 9am and conclude at 5pm.

What should I wear to the workshop training?

Smart casual is recommended as a minimum dress standard by all students.

When will I receive confirmation that the workshop course is proceeding?

To allow all courses the greatest opportunity to proceed, we may not confirm that the course is proceeding until the week prior to the scheduled course date.

What is the arrangement for lunch at the workshops?

Morning and afternoon teas are provided however trainees are responsible for organising their own lunch.

What happens if I enrol in a scheduled workshop course, but then can't attend?

If for a reason outside of your control, you are unable to attend the course for which you had enrolled, we will endeavour to reschedule your attendance for another course. Alternatively, your enrolment can be converted to distance education mode or online e-learning, with your approval.

What assessments are there in this course?

There are five assessments to complete and trainees must reach a competency level of 85% for each assessment. All assessments are based on the practical application of learning concepts.

How will I be notified of my results?

You will receive your results via post, not more than three weeks after you have submitted all your assessments. If you are studying online, you will receive your results via the e-learning platform under Grades.

Can I apply for RPL?

Yes, for those who have relevant experience or who have completed NFI's Certificate IV course (FNS40804) or equivalent education, recognition of prior learning (RPL) is available. An application form and further information is available on the NFI website or you can request RPL information be emailed, should you wish to apply.

What will I receive?

The course entitles the successful student to the nationally recognised, qualifying Certificate - FNS50504 Diploma of Financial Services (Finance/Mortgage Broking Management). The following units of competency are covered in the Diploma: FNSRISK501B Undertake risk identification; FNSRISK502B Assess risks; FNSFBRK502B Identify and develop complex broking options for client; FNSFBRK503B Present broking options to client with complex needs; and FNSFBRK504B Implement complex loan structures.

How do I apply?

Complete a Course Enrolment Form and send it to Client Services via fax, post or scan/email. You will then receive confirmation that we have received your enrolment and any other details necessary.

Can I speak to someone about the course?

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find more information on our website at www.financeinstitute.com.au