



The National Finance Institute

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RECOGNITION OF PRIOR LEARNING for FNS40804 Certificate IV in Financial Services (Finance/Mortgage Broking)

The National Finance Institute recognises the skills and knowledge gained through work experience and/or past study. With applicants' diverse backgrounds, students may have sufficient experience and expertise in the industry to exempt them from the standard course requirements. The certificate issued by NFI is the national FNS40804 qualification, as recognised by the MFAA, FBAA, lenders and aggregators.

Procedure

1. Print the attached **Checklist** and have it completed by a peer or superior.
2. Provide a **CV** showing your experience in the industry, specifically involving mortgage lending. This must be verified by a peer or superior.
3. Include a **Portfolio** containing evidence of work history, training, skills and knowledge which will be assessed against the competencies as outlined in the Checklist. [This portfolio may form a part of your CV and if applicable may include evidence such as other course certificates or qualifications, some lender accreditations, marketing material utilized, personal references, subscriptions, OH&S substantiation, etc.]
4. Submit a **Case Study** of a complete loan application including your file notes, follow ups, etc. *

Post, fax or scan to:

Post: RPL Coordinator
The National Finance Institute
P O Box 1354, Capalaba Business Centre Qld 4157

Fax: 07 3822 6003 (max 50 pages)

Scan: enquiries@financeinstitute.com.au

The attached checklist must be completed. The checklist verifies that you are proficient in all areas of the industry core, sectoral core and select elective units. There is no pass or fail for the RPL process.

* NB: Your case study should exclude your client's supporting docs and please ensure that information that is confidential to your client is "blacked out" eg. client name, address, contact details, etc.



RECOGNITION OF PRIOR LEARNING

COMPETENCY STATEMENT

To be completed and signed by a superior or peer of the applicant.

The person making this statement must be suitably qualified to answer the questions.

The person making this statement must ensure that their responses are true and accurate and that they may be called upon to provide evidence if required in a court of law.

Details of Person Declaring (ie. the Applicant's peer or superior)

Name: _____

Company and Position (if applicable): _____

Address: _____

Contact details: Phone: _____ Mobile: _____

Email: _____

Signature: _____ Date: _____

Applicant's Details:

Name: _____

Address: _____

Contact details: Phone: _____ Mobile: _____

Email: _____

It is certified that the applicant has the following skills and knowledge and can demonstrate the following competencies to the required National Standard for FNS40804.

FNS40804 Certificate IV in Financial Services (Finance/Mortgage Broking)

Element	Is the applicant Competent in these areas?	<i>(Please tick)</i>
FNSIC IND 401B Apply principles of professional practice to work in the financial services industry	1. Identify scope, sectors and responsibilities of the industry 2. Identify and apply financial services industry guidelines, procedures and legislation 3. Manage information 4. Plan work to be completed taking into consideration time, resources and other constraints 5. Develop and maintain personal competency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC GEN 301B Communicate in the workplace	1. Use a range of techniques to gain workplace information 2. Communicate information to others using a range of techniques 3. Interact with others to achieve workplace outcomes 4. Record workplace information as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC GEN 302B Use technology in the workplace	1. Clarify the function that the equipment fulfils 2. Access and enter information from/into the computer 3. Save files/data and produce computer reports as required 4. Use manuals and online help to solve computing problems 5. Undertake routine maintenance of computers and associated devices 6. Use and maintain other workplace equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC GEN 304B Apply health and safety practices in the workplace	1. Follow workplace safety procedures 2. Contribute to occupational health and safety at work 3. Identify and follow workplace procedures for hazard control and other emergency situations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSF BRK 401B Provide and present loan application on behalf of finance or mortgage broking client	1. Compile necessary information 2. Prepare loan documentation 3. Present documentation for assessment 4. Maintain communication with relevant parties	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSF BRK 402B Provide finance and/or mortgage broking services	1. Educate client of finance and/or mortgage broking process and services and build rapport 2. Determine client's existing financial situation 3. Determine client's goals and priorities with respect to finance broking 4. Prepare necessary documentation follow-up	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSF BRK 403B Present broking options to client	1. Gather relevant information 2. Prepare an appropriate option/s 3. Present options to client 4. Negotiate effectively 5. Obtain agreement to proceed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNS COMP 501B Comply with financial services legislation, industry and professional codes of practice	1. Identify and apply organisational requirements of legal principles and regulatory obligations 2. Identify changes and implications of laws, regulations, rules and circulars 3. Comply with any relevant industry or professional codes 4. Maintain statutory records	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Element	Is the applicant Competent in these areas?	<i>(Please tick)</i>
FNS CRDT 301B Process applications for credit	1. Satisfy initial enquiry 2. Check and verify application details 3. Maintain application files 4. Complete necessary documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC PRO 401B Develop and maintain in depth knowledge of products and services used by your organisation or sector	1. Identify the products and services your organisation uses 2. Identify compliance implications of products 3. Determine the appropriate users for products and services 4. Maintain product knowledge	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC CUS 401B Deliver a professional service to customers	1. Project a positive organisational image 2. Identify customer needs and expectations 3. Provide customer service 4. Maintain customer confidentiality	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC CUS 501B Develop and nurture relationships with clients, other professionals and third party referrers	1. Develop professional business relationships 2. Build and maintain business networks and relationships 3. Nurture relationships and build on referral business for the long term	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
FNSIC SAM 403B Prospect for new clients	1. Create rapport with prospective client 2. Identify the prospective client's needs 3. Secure commitment 4. Manage prospective client information	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

NFI's assessor will make one of three decisions:

- ▶ accept the application and grant recognition
- ▶ request further information because the assessor was unable to make a decision on the evidence provided
- ▶ deny the application and recommend that further assessment or training is undertaken to achieve the unit of competence. The applicant will then be advised which subjects or assessments, if any, are required to be completed.

The assessment decision will be made within 1 to 2 weeks of submission.

OFFICE USE ONLY BELOW HERE

This Assessment was completed on behalf of The National Finance Institute by:

(Name) _____ on (Date) _____

Decision/Further Action: _____

