FNS40811
Certificate IV in Finance and Mortgage Broking
Course outline

(FNS40811) Certificate IV in Finance and Mortgage Broking

Course overview

The (FNS40811) Certificate IV in Finance and Mortgage Broking provides students with an excellent understanding of the finance and mortgage broking industry, including developing skills and knowledge in loan processing operations, making sound and compliant lending decisions, and developing productive client relationships.

Learning outcomes

Upon successful completion of this qualification, students should be able to:
1. Accurately and efficiently evaluate and process credit applications.
2. Identify and meet the needs of clients with finance and mortgage broking needs.
3. Develop productive relationships with clients.
4. Apply knowledge of the financial services industry to their professional practice.
5. Identify future learning opportunities for themselves.

Topics

Topic 1: Developing industry knowledge
Topic 2: Developing professional skills
Topic 3: Evaluating and processing the credit application
## Units of competency for Certificate IV in Finance and Mortgage Broking

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unit code</th>
<th>Unit title</th>
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<tbody>
<tr>
<td>1. Developing industry knowledge</td>
<td>FNSCRD301A</td>
<td>Process applications for credit</td>
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<td></td>
<td>FNSFMB401A</td>
<td>Prepare loan application on behalf of finance or mortgage broking clients</td>
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<td></td>
<td>FNSFMB402A</td>
<td>Provide finance and mortgage broking services</td>
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<td>FNSFMB403A</td>
<td>Present broking options to client</td>
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<td>2. Developing professional skills</td>
<td>FNSFMK505A</td>
<td>Comply with financial services legislation and industry codes of practice</td>
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<td>FNSINC401A</td>
<td>Apply principles of professional practice to work in the financial services industry</td>
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<td></td>
<td>FNSINC402A</td>
<td>Develop and maintain in-depth knowledge of products and services used by an organisation or sector</td>
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<td></td>
<td>BSBITU306A</td>
<td>Design and produce business documents</td>
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<td>3. Evaluating and processing the credit application</td>
<td>FNSFMB501A</td>
<td>Settle applications and loan arrangements in the finance and mortgage broking industry</td>
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<td></td>
<td>BSBCUS301A</td>
<td>Deliver and monitor a service to customers</td>
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<td>FNSSAM403A</td>
<td>Prospect for new clients</td>
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<td></td>
<td>FNSFLT503A</td>
<td>Promote basic finance literacy skills</td>
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### Course duration and work load

Students have a total of 12 weeks to complete the assessment requirements for the (FNS40811) Certificate IV of Finance and Mortgage Broking.

Depending on their level of experience, students should expect to spend up to 10 hours a week reading their notes, completing the learning activities, preparing for the exams and doing their assignments.

A total of four additional weeks is available if students are required to re-submit an assignment and/or resit an examination.

### Course pre-requisites

There are no pre-requisites for this course.

### Course delivery mode

This course is delivered in online in KapLearn. Students are provided with learning materials and assessment tasks via KapLearn. Interaction with a tutor occurs online via Ask Your Tutor. Students are also provided with hard copy subject notes for their reference.
Assessment tasks

This course has two assessment tasks:

A supervised online open book examination

A project–based assignment

Students may attempt an exam and/or submit their assignment at any time before the conclusion of a subject if they think they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines. The first sit of an exam and the first submission of an assignment must be completed before the end of the 12 week enrolment period.

Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Course/subject exemptions

Students may be able to obtain an exemption for a Kaplan award subject based on their previous study and/or work experience. To do this they must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, including other accredited training and/or education, continuing professional development and workplace experience.

Kaplan’s exemption policy and the request pro forma are available at: <www.kaplanprofessional.edu.au> → RPL & Exemptions

Applicants who have a (FNS40811) Certificate IV in Finance and Mortgage Broking, or equivalent, are eligible to enrol in the (FNS50311) Diploma of Finance and Mortgage Broking Management – ‘Diploma Upgrade Module’.

Education policies

Students who enrol in a Kaplan course are bound by our published Educational Policies, including the policy that sets out our rules for assessment. They can review these policies before they enrol by going to the Kaplan website: <http://www.kaplanprofessional.edu.au/Study_Information/Policies>.

The policies also assist students when their study program does not go as planned and they need extra support.