



Subject Outline

FNSSS00018 Life Insurance Fundamentals Skill Set



Subject outline

SUBJECT OVERVIEW

The FNSSS00018 Life Insurance Fundamentals Skill Set subject meets the industry-wide professional standard, referred to as the 'Foundation Requirement', which applies to all those working in claims and underwriting roles in life insurance.

The subject covers the skills and knowledge required to work effectively in the life insurance context in line with professional and ethical practices. Legislation and regulation, ethics, sustainability and life insurance products and services are included in this subject.

LEARNING OUTCOMES

On successful completion of this subject, students should be able to:

- Understand legislation and regulations and apply policies, procedures, standards and codes of practice relevant to own job role.
- Develop knowledge of, implement and evaluate ethical practices related to own job role.
- Identify life insurance products and services, their compliance implications and determine who they are suitable for.
- Identify factors that impact sustainability of the life insurance industry.
- Apply sustainable practices in own job role.
- Maintain own knowledge to work professionally, ethically and sustainably in Life Insurance.

TOPICS

Topic 1: Working professionally and ethically in financial services and the life insurance industry

Topic 2: Life insurance products and services

Topic 3: Working effectively and sustainably in the life insurance industry



UNITS OF COMPETENCY

FNSSS00018 Life Insurance Fundamentals Skill Set					
Code	Title	Core or Elective	Topic	Exam	Written and oral assignment
FNSINC411	Conduct work according to professional practices in the financial services industry	Core	Topic 1–3	Yes	Yes
FNSINC413X	Apply codes and standards of ethical practice to own role	Core	Topic 1 & 3	Yes	Yes
FNSILF413	Develop and maintain in-depth knowledge of life insurance products and services	Core	Topic 1–2	Yes	Yes
FNSILF409	Work effectively and sustainably in the life insurance industry	Core	Topic 1–3	Yes	Yes

The above four (4) units of competency are awarded for the successful completion of FNSSS00018 Life Insurance Fundamentals Skill Set: 4 core and 0 electives.

Note: The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to ‘Assessment tasks’ for further information.

SUBJECT ENTRY REQUIREMENTS

Individuals are required to be aged 18 years or older to enrol.

Individuals who are in Australia on a student visa are unable to enrol in this course. If you are in Australia on a visa and wish to enrol, you need to check that you are enrolling in accordance with the study conditions of your visa.

SUBJECT DURATION

Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the subject FNSSS00018 Life Insurance Fundamentals Skill Set, from their initial activation date.
- An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed not yet competent in one or more tasks. This time can be used to resubmit the written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

The **amount of training** for this subject may be up to 7 hours per week. The amount of training is the hours a student can expect to spend engaged in structured learning or tutor led activities.

The assessment hours for this course are 8 hours per week. These are the hours a student can expect engaging in assessment activities.



In addition to the amount of training and assessment hours, students who are new to industry or vocational training could need up to 6 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, a student not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Individuals working in industry may be able to complete the course requirements in a shorter timeframe or less hours per week.

Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule: <www.kaplanprofessional.edu.au/faqs/financial-services-fees>.

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions: <www.kaplanprofessional.edu.au/terms-and-conditions> or our Student Handbook: <www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook> for important information on:

- subject activation and completion timeframes
- extensions
- subject re-enrolment.

DELIVERY MODE

This subject is delivered online.

Kaplan Professional's online learning portal, KapLearn, enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere, at any time, using a computer or mobile device that has internet access.

KapLearn is the access point for subject notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support. The 'Ask your tutor' forum provides technical support from subject matter experts.

ASSESSMENT TASKS

The assessment tasks for this subject are listed below. Units of competency are co-assessed by topic within subjects, as follows. The units of competency are co-assessed, as listed earlier in 'Units of competency'.

Subject	Topic	Assessment	Assessment Detail
FNSSS00018 Life Insurance Fundamentals Skill Set	Topics 1–3	1 Exam	Supervised, open-book multiple-choice examination, four (4) attempts.
	Topics 1–3	1 Written and oral assignment	Written and oral assignment, two (2) attempts: <ul style="list-style-type: none">• Written — short answer questions, scenarios, case studies• Oral — role plays/presentation. The mode of oral assessment is by audio recording. As part of the subject requirements students will need to organise a volunteer to assist with their role plays.

Students may attempt the exam and/or submit their written and oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.



Students must be deemed to be demonstrated in all assessment items, including demonstrating competency in all the exam questions, in order to be awarded their statement of attainment.

Students who complete the subject will receive a statement of attainment, indicating completion of the FNSSS00018 Life Insurance Fundamentals Skill Set.

CPD POINTS

If students wish to apply for CPD points so that their Kaplan Professional insurance course counts towards their membership with the relevant industry body, they will need to supply the industry body with a copy of their transcript listing the units of competency.

RECOGNITION OF PRIOR LEARNING

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials. To find out if you are eligible for RPL, refer to our Credit Transfer and RPL page: <www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service>.

FEES

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

STUDENT POLICIES

Students who enrol in a Kaplan Professional subject are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies and our terms and conditions before they enrol by going to the Kaplan Professional website: <www.kaplanprofessional.edu.au>. The policies also assist students when their study program does not go as planned and they need extra support.