



# Course Outline

## **FNS40821 Certificate IV in Finance and Mortgage Broking**



# Course outline

## COURSE OVERVIEW

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The FNS40821 Certificate IV in Finance and Mortgage Broking provides students with an 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

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

- Accurately and efficiently evaluate and process credit applications.
- Identify and meet the needs of clients with finance and mortgage broking needs.
- Appropriately present broking options and solutions to clients.
- Develop productive relationships with clients and finance professionals.
- Apply knowledge of the financial services industry to their professional practice.

## TOPICS

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### Industry Knowledge

Topic 1-1: The industry and economy

Topic 1-2: Legislation and codes of practice

Topic 1-3: Products and services

### Business Skills

Topic 2-1: Organisations, teams and individuals

Topic 2-2: Customer service

Topic 2-3: Managing information

### The Lending Process

Topic 3-1: Understanding the client's needs

Topic 3-2: Developing and presenting solutions

Topic 3-3: Packaging the application to send to lender

Topic 3-4: Monitor the loan process



## UNITS OF COMPETENCY

FNS40821 Certificate IV in Finance and Mortgage Broking					
Code	Title	Core or Elective	Topic	Exam	Written and oral assignment
FNSFMB412	Identify client needs and present broking options	Core	1, 2 & 3	Yes	Yes
FNSFMB411	Prepare loan applications on behalf of clients	Core	1, 2 & 3	Yes	Yes
FNSFMK515	Comply with financial services regulation and industry codes of practice	Core	1 & 2	Yes	Yes
FNSINC412	Apply and maintain knowledge of financial products and services	Core	1 & 3	Yes	Yes
BSBPEF402	Develop personal work priorities	Elective	2	Yes	Yes
FNSCUS511	Develop and maintain professional relationships in financial services industry	Core	1, 2 & 3	Yes	Yes
FNSINC411	Conduct work according to professional practices in the financial services industry	Core	1 & 2	Yes	Yes
BSBPEF501	Manage personal and professional development	Core	2	Yes	Yes
FNSFMB511	Implement credit contracts in preparation for settlement	Elective	1 & 3	Yes	Yes
FNSSAM413	Identify and provide initial information to potential new clients	Elective	1 & 2	Yes	Yes
BSBOPS304	Deliver and monitor a service to customers	Elective	1 & 2	Yes	Yes
BSBOPS404	Implement customer service strategies	Elective	1 & 2	Yes	Yes

The above 12 units of competency are awarded for the successful completion of FNS40821 Certificate IV in Finance and Mortgage Broking; seven (7) core and five (5) electives.

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

## COURSE ENTRY REQUIREMENTS

This qualification has no educational entry requirements.

Individuals are required to be 18 years or older to enrol in this course.

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.



## COURSE DURATION

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Students have a total of:

- 26 weeks to complete the learning and assessment requirements for the FNS40821 Certificate IV in Finance and Mortgage Broking, from their initial activation date.
- An additional four (4) weeks resubmission time per subject, 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 a 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 30 weeks.

The **amount of training** for this course may be up to 6 hours per week. The amount of training is the hours a student can expect to spend engaged in structured learning or tutor-led activities. Live tutor sessions occur fortnightly for one hour, and allows students to interact with their trainer (tutor) and other students on assessment and topic concepts on as many occasions as they wish.

The assessment hours for this course are eight (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 seven (7) 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. **Students working in industry may be able to complete the course requirements in a shorter timeframe or less hours per week.**

If a student applies for extensions beyond the 30-week completion timeframe or is granted special consideration, the maximum period of time to complete this qualification is two years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two year timeframe is calculated from the initial activation date of the first subject.

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](http://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](http://www.kaplanprofessional.edu.au/terms-and-conditions)> or our Student Handbook: <[www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook](http://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

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This course is delivered online and does **not** include hard copy notes.

Kaplan'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. Students are also provided with hard copy subject notes for their reference.

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

## ASSESSMENT TASKS

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The assessment tasks for this course 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'.

Topic	Assessment	Assessment detail
Topics 1, 2, 3	1 Exam	Supervised, open-book multiple-choice examination, four (4) attempts.
	1 Written and oral assignment	Written and oral assignment — two (2) attempts: <ul style="list-style-type: none"><li>• Written — short answer questions and case studies.</li><li>• Oral — oral response to questions and role plays.</li></ul> The mode of oral assessment is by audio recording.

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 all of the exam questions, in order to achieve competency in their units and to be awarded their qualification. Please refer to the course page on the Kaplan Profession website.

Students who complete the qualification will receive a qualification certificate.

## RECOGNITION OF PRIOR LEARNING

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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](http://www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service)>.

## FEES

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An updated schedule of fees is available at the Kaplan Professional website: <[www.kaplanprofessional.edu.au](http://www.kaplanprofessional.edu.au)>.



## STUDENT POLICIES

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