

## **Course Delivery**

Course can be delivered in a range of delivery modes based on the most suitable mode for the circumstances:

- workbook / correspondence
- on-line learning

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy branch or office – with small periods of time being able to be used effectively.

## **Full distance by workbook**

In this program staff seeking Tier 2 certification firstly complete 1 workbook and associated assessment tasks covering:

- Intro to FSR
- Tier 2 products and
- Tier 2 compliance

Staff must then complete Role plays which demonstrate a range of skills. The College may authorise qualified managers to conduct these role plays and complete the necessary checklists.

## **Full distance by on-line**

In this program staff seeking Tier 2 certification firstly complete on-line workbooks and associated assessment tests covering:

- Intro to FSR
- Tier 2 products and
- Tier 2 compliance

Staff must then complete Role plays which demonstrate a range of skills. The College may authorise qualified managers to conduct these role plays and complete the necessary checklists.

## **College Trainers and Materials**

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so

have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

## **Entry Requirements**

Average level literacy and numeracy skills are required for this qualification.

Subject to the course chosen, average English language communication skills may be required.

## **Course Subjects and Electives**

The course includes the following learning materials:

- Introduction to FSR
- Tier 2 Products
- Tier 2 Compliance
- Tier 2 Advisor Skills

