

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



Course Suitability

This course is designed for employees who perform duties in finance/mortgage broking fields such as:

- Mortgage Brokers
- Finance Brokers
- Mortgage Securitisors
- Mortgage Consultants and Advisers



Course & Vocational Outcomes

The course consists of 7 core modules that deliver skills and knowledge in:

- Working in the finance industry environment
- Applying professional principles in finance
- Working safely
- Preparing and Presenting Loan Applications
- Complying with Financial Services, Legislation, Industry and Professional Codes of Practice
- Provide Finance and/or Mortgage/Broking Services
- Product Knowledge

One Elective is chosen from the following options:

- ASIC Tier 2
- Sales Planning
- Customer Service

Enrolment Options

- ✓ Private enrolment
- ✓ Employer sponsored enrolment
- ✓ Traineeship enrolment*
 - New Worker
 - Existing Worker

* Subject to eligibility in your state. Refer to our brochure *About Traineeships*. Note: all types of enrolments are subject to meeting the entry requirements.

Course Duration

You study at your own pace with distance delivery. You are however, required to submit work at regular intervals and to an agreed timetable of study. Normal fulltime study takes 21 weeks. Part time study takes 42 weeks. Most traineeships allow 24 months for completion but the course is normally timetabled over 12 months. The College has continuous intake and commences courses all year round.

Entry Requirements

To complete this course you should ideally work in a finance or broking role. You may however enrol in some components of this qualification if you are not employed.

Average communication skills are required to successfully complete this course.

Discuss these entry requirements with the College prior to enrolment.

Qualification & Career Pathways

Career paths include opportunities as:

- Mortgage Brokers
- Mortgage Consultants

This is a nationally accredited formal qualification recognised as part of the Australian Qualifications Framework. After completion of this qualification, you have a range of opportunities to continue your studies at Certificate IV or Diploma level.

For More Information or To Enrol

Phone: 1800 686 883



Australian College
of Commerce & Management

Australian College of Commerce and Management Course Outline

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

Unit of Study

Workplace Skills and Outcomes

Core Module 1. Use Technology Workplace Assessment

FNSICGEN302B Use technology in the workplace	<ul style="list-style-type: none">• Clarify the function that the equipment fulfils• Access and enter information from/into the computer• Save files/data and produce computer reports as required• Use manuals and online help to solve computing problems• Undertake routine maintenance of computers and associated devices• Use and maintain other workplace equipment
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Core Module 2. Compliance

FNSCOMP401B Conduct individual work within a compliance framework	<ul style="list-style-type: none">• Identify individual compliance requirements• Interpret individual compliance requirements• Develop or respond to procedures to ensure individual compliance• Identify program of compliance training• Identify and adapt to changes in individual compliance requirements
FNSCOMP402B Facilitate compliance with statutory, legislative and regulatory requirements via staff education	<ul style="list-style-type: none">• Identify compliance requirements• Ensure currency of procedures to enable compliance• Ensure staff understand compliance requirements and implications for the organisation• Ensure staff meet compliance educational/experience requirements• Maintain appropriate records
FNSCOMP501B Comply with financial services legislation, industry and professional codes	<ul style="list-style-type: none">• Identify and apply organisational requirements of legal principles and regulatory obligations• Identify changes and implications of laws, regulations, rules and circulars• Comply with any relevant industry or professional codes• Maintain statutory records

Core Module 3. Introduction to Loan Products

FNSCRDT301B Process applications for credit	<ul style="list-style-type: none">• Satisfy initial enquiry• Check and verify application details• Maintain application files• Complete necessary documentation
FNSICPRO401B Develop and maintain an in-depth knowledge of products and services used by your organisation or sector	<ul style="list-style-type: none">• Identify the products and services your organisation uses• Identify compliance implications of product• Determine the appropriate users for products and services• Maintain product knowledge

Australian College of Commerce and Management Course Outline

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Unit of Study

Workplace Skills and Outcomes

Core Module 4. Safety at Work

FNSICGEN304B Apply health and safety practices in the workplace	<ul style="list-style-type: none">• Follow workplace safety procedures• Contribute to occupational health and safety at work• Identify and follow workplace procedure for hazard control and other emergency situations
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Core Module 5. Communicate in the Workplace

FNSICGEN301B Communicate in the workplace	<ul style="list-style-type: none">• Use a range of techniques to gain workplace information• Communicate information to others using a range of techniques• Interact with others to achieve workplace outcomes• Record workplace information as required
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Core Module 6. Loan Approval Process

FNSCRDT302B Assess applications for debt finance	<ul style="list-style-type: none">• Check and review application details• Assess the risk• Submit assessment and decision
FNSCRDT401B Evaluate credit applications	<ul style="list-style-type: none">• Assess and monitor credit information• Establish credit terms and limits

Core Module 7. Providing Broking Services

FNSFBRK401B Prepare and present loan application on behalf of finance or mortgage broking client	<ul style="list-style-type: none">• Compile necessary information• Prepare loan documentation• Present documentation for assessment• Maintain communication with relevant parties
FNSFBRK402B Provide finance and/or mortgage broking services	<ul style="list-style-type: none">• Educate client of finance and/or mortgage broking process and services and build rapport• Determine client's existing financial situation• Determine client goals and priorities with respect to finance broking• Prepare necessary documentation follow-up
FNSFBRK403B Present broking options to client	<ul style="list-style-type: none">• Gather relevant information• Prepare an appropriate option/s• Present option/s to client• Negotiate effectively• Obtain agreement to proceed

Core Module 8. Professional Practices in Finance

FNSICIND401B Apply principles of professional practice to work in the financial services industry	<ul style="list-style-type: none">• Identify the scope, sectors and responsibilities of the industry• Identify and apply financial services industry guidelines, procedures and legislation• Manage information• Plan work to be completed taking into consideration time, resources and other constraints• Develop and maintain personal competency
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