Certificate IV in Finance and Mortgage Broking

FNS40815

ENTER THE EXCITING FIELD OF FINANCE AND MORTGAGE BROKING
About This Course

The Certificate IV in Finance and Mortgage Broking will deliver the skills and specialist knowledge needed to operate as a successful and effective finance or mortgage broker. This course has been tailored to meet the requirements of ASIC RG206, and ensures a thorough understanding of the key lending requirements around responsible lending and disclosure.

Meet the ASIC licensing requirements and professional association standards to operate as a mortgage or finance broker as well as enjoy the flexibility to choose an elective to suit your needs.

Subject Choices

2 - 3 Electives are required (depending on subjects chosen)

- Comply with FS Legislation
- Understanding Loan Products
- Loans assessment
- Creating Business Documents
- Broking Skills
- Professional Conduct in Finance
- Ethical Selling of Financial Products (E)
- Prioritising Strategies (E)
- Tier 2 (E)
- Deliver Customer Service (Mortgage Broking) (E)
Key Course Facts

Start Date:
Start immediately

Duration:
Complete within 12 months

Delivery Options:
On-line/Correspondence

Group Training:
Workshops available

Course Fees: $4,400 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

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Existing Worker Traineeship Fees for this Qualification:

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School Based Traineeship Fees for this Qualification:

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills
Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

Numeracy Skills
Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other
- Ability to study and conduct assessments in a safe environment
Subject Descriptions

Core Subjects:

Comply with FS Legislation
This subject covers the key areas of legislation that apply to different occupations, the development, implementation and monitoring of a compliance system and the Training Strategies to keep people up to date with compliance issues and changes.

Unit(s):
FNSFMK505 - Comply with financial services regulation and industry codes of practice
FNSORG401 - Conduct individual work within a compliance framework

Understanding Loan Products
Learn the key concepts involved with lending, including the different types of personal and mortgage loan products, and specific lending terminology, as well as comparing product features and benefits.

Unit(s):
FNSINC402 - Develop and maintain in-depth knowledge of products and services used by an organisation or sector
BSBPRO401 - Develop product knowledge

Loans assessment
Beginning with the role of lending in the marketplace, this subject then reviews the role and content of Credit Risk Policies and the lending approval criteria detailed within those policies. The process and methods for assessing credit and the typical approval process through to contract execution and settlement are detailed in this subject.

Unit(s):
FNSCRD301 - Process applications for credit
FNSCRD401 - Assess credit applications

Creating Business Documents
Learn the word processing skills needed to create key financial documents such as invoices, accounts receivable follow ups and client letters. You will develop style guides, apply basic formatting, learn how to manipulate text, use tables and carry out mail merges.

Unit(s):
BSBITU306 - Design and produce business documents
Broking Skills

Broking Skills looks at the essential skills for a mortgage and finance broker: interview techniques; determining client needs and explaining product differences. This subject covers an overview of the industry, relevant Industry Bodies, and key legislation such as Broker Arrangement Regulations and the National Consumer Credit Protection Act.

Unit(s):
FNSFMB401 - Prepare loan application on behalf of finance or mortgage broking clients
FNSFMB402 - Identify client needs for broking services
FNSFMB403 - Present broking options to client

Professional Conduct in Finance

To build a successful career in the financial services industry you need a range of skills and knowledge. This subject covers skills to work effectively in a team, manage your time, apply specific legislation that affects your role, to identifying how your organisation can be more sustainable. You will develop your own professional development plan to ensure that you continue to progress in your chosen field in financial services.

Unit(s):
FNSINC401 - Apply principles of professional practice to work in the financial services industry

Elective Subjects: 2 - 3 Electives are required (depending on subjects chosen)

Ethical Selling of Financial Products

Strict rules apply to the sale of financial products. This subjects looks at how to be effective with sales but also to be compliant and ethical. The subject covers active listening and questioning skills; cross selling opportunities and addressing customer objections. As interpersonal and presentation skills are an important aspect of sales - a component of the assessment is undertaken via a Role Play on Skype.

Unit(s):
FNSSAM403 - Prospect for new clients
FNSSAM401 - Sell financial products and services
FNSSAM301 - Identify opportunities for cross-selling products and services

Prioritising Strategies

This subject provides time management strategies and planning techniques suited for setting personal and team goals and targets. The importance of goals being linked to key performance indicators of the business is examined.

Unit(s):
BSBWOR501 - Manage personal work priorities and professional development

Tier 2

Tier 2 accreditation involves looking at the role of advisers and the classification of Tier 2 products including the features of Basic Deposit Products and Non-cash Payment Products. The difference between factual information and general advice is explored. In addition the ASIC RG content requirements of relevant consumer legislation and disclosure document obligations are covered. This program is in-depth and requires multiple skills demonstrations via role plays.

Unit(s):
FNSASIC301 - Establish client relationship and analyse needs
FNSASIC302 - Develop, present and negotiate client solutions

Deliver Customer Service (Mortgage Broking)

Customer service is a key function in all job roles, and more so in the broking industry. This subject covers internal and external customer service. It provides information and knowledge on identifying the customers needs and delivering good customer service. There is a small component that looks into the legislation and regulations that govern customer service delivery.

Unit(s):

BSBCUS301 - Deliver and monitor a service to customers
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards. We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need. Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course. The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.