Diploma of Finance and Mortgage Broking Management

FNS50315

DRIVE YOUR BROKING CAREER TO GREATER SUCCESS WITH ENHANCED NETWORKING SKILLS
About This Course

On completion of the Diploma of Finance and Mortgage Broking you will gain a clear understanding of advanced broking skills, loan structures and risk management. Learn successful networking approaches to grow the opportunities and strategies to meet compliance obligations.

The Diploma of Finance and Mortgage Broking Management not only allows significant up skilling opportunities in your chosen career - it also meets professional association membership requirements.

Subject Choices

1 - 2 Electives are required (depending on subjects chosen)

- Comply with FS Legislation
- Broking Skills
- Loan Securities and Risk Management
- Client and Third Party Relationships
- Broking Strategies
- Complex Lending
- Professional Conduct in Finance
- Manage Operational Plans (E)
- Safety and Risk (E)
- Manage People Performance (E)
- Sustainability Policy and Strategies (E)
Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 18 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

**Course Fees:** $6,600  
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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* 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
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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

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

Loan Securities and Risk Management
The key focus of this subject is understanding and assessing the risk within a loan application, and determining the necessary security in line with Lending Policies. This subject looks at the standard types of securities including bills of sale, guarantees and mortgages. This subject requires clear communication skills and knowledge of securities to be demonstrated by a one on one role play with a college trainer.

Unit(s):
BSBRSK401 - Identify risk and apply risk management processes
FNSRSK501 - Undertake risk identification

Client and Third Party Relationships
This subject covers the skills and knowledge required to communicate and network with a wide range of people, internal and external to the organisation, to increase efficiency, build continuing relationships and improve sales. It has a focus on relationship building and prospecting for business referrals.

Unit(s):
FNSCUS501 - Develop and nurture relationships with clients, other professionals and third party referrers
BSBREL402 - Build client relationships and business networks
BSBCUS402 - Address customer needs

**Broking Strategies**
This Diploma subject for mortgage and finance brokers addresses how to identify and develop complex broking options for clients. It addresses more complex scenarios and loan solutions and has case studies to be completed. To successfully complete this subject you must already have some lending knowledge.

Unit(s):
FNSFMB502 - Identify and develop broking options for clients with complex needs
FNSFMB503 - Present broking options to client with complex needs

**Complex Lending**
This subject requires prior knowledge of lending practices including mortgage loans and securities. It covers the more complex security arrangements that apply in the provision of credit where the circumstances are more challenging than the standard. Included in this review is the types of business finance and assessing business capacity to repay including interpreting business financial information and cash flow details.

Unit(s):
FNSFMB504 - Implement complex loan structures

**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: 1 - 2 Electives are required (depending on subjects chosen)**

**Manage Operational Plans**
This subject covers concepts of operational plans and how to implement the key concepts for planning and budgeting for business. Also covered in this subject are techniques for investigating and actioning problems, working with teams to implement operational plans, HR issues and rostering.

Unit(s):
BSBINM401 - Implement workplace information system
BSBMGT517 - Manage operational plan

**Safety and Risk**
Participation in the process of identifying work health and safety (WHS) hazards, and assessing and controlling WHS risks, is the focus of this subject. A key ingredient is the ability to promote and support worker consultation about WHS issues. This is a great subject for those who want to learn more about identifying and managing safety hazards.

Unit(s):
BSBWHHS303 - Participate in WHS hazard identification, risk assessment and risk control
Manage People Performance

This hands on subject looks at the skills and knowledge required to manage the performance of staff who report to you directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management. This subject covers strategies for assigning and allocating work, establishing clear role responsibilities, and using performance counselling methods and development plans for improving performance.

Unit(s):
BSBMGT502 - Manage people performance

Sustainability Policy and Strategies

Businesses are now, more than ever, focused on achieving improvements in sustainability practices. Learn to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances. Sustainability is an essential business tool for achieving cost savings as well as meeting social responsibilities.

Unit(s):
BSBSUS501 - Develop workplace policy and procedures for sustainability
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.