



LRES

Training Management



Financial Services Training Package  
Qualification Packaging based on Unit  
Resources Available from LRES Training  
Management

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# Complete Qualifications

Note: Units highlighted are those available from LRES Training Management

## FNS40217 - Certificate IV in Accounting and Bookkeeping (Release 1)

### Packaging Rules

Total number of units of competency = 13

8 core units plus 5 elective units

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- all 5 units may be chosen from the elective units listed below
- up to 2 units may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

### Core Units

BSBFIA401 Prepare financial reports

BSBSMB412 Introduce cloud computing into business operations

FNSACCC311 Process financial transactions and extract interim reports

FNSACCC312 Administer subsidiary accounts and ledgers

FNSACCC408 Work effectively in the accounting and bookkeeping industry

FNSACCC416 Set up and operate a computerised accounting system

FNSTPB401 Complete business activity and instalment activity statements<sup>1</sup>

FNSTPB402 Establish and maintain payroll systems<sup>1</sup>

### Elective Units

BSBCUS301 Deliver and monitor a service to customers

BSBCUS403 Implement customer service standards

BSBITU306 Design and produce business documents

BSBITU402 Develop and use complex spreadsheets

BSBSMB401 Establish legal and risk management requirements of small business

BSBSMB402 Plan small business finances

BSBSMB405 Monitor and manage small business operations

BSBWOR501 Manage personal work priorities and professional development

BSBWRT301 Write simple documents

FNSACCC313 Perform financial calculations

FNSACCC405 Maintain inventory records

FNSACCC407 Produce job costing information

FNSACCC411 Process business tax requirements

FNSACCC412 Prepare operational budgets

FNSACCC413 Make decisions in a legal context

FNSACCC414 Prepare financial statements for non-reporting entities

FNSACCM401 Evaluate and authorise payment requests

FNSORG505 Prepare financial reports to meet statutory requirements

FNSORG506 Prepare financial forecasts and projections

FNSPAY501 Process salary packaging arrangements and additional allowances in payroll

FNSPAY502 Process superannuation payments in payroll

FNSPAY503 Process complex employee terminations in payroll

FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll

FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

<sup>1</sup> Unit required for the FNSSS00004 BAS Agent Registration Skill Set.

## FNS50217 - Diploma of Accounting (Release 2)

### Packaging Rules

Total number of units = 11

6 core units plus

5 elective units

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- all 5 units may be chosen from the elective units listed below
- up to 2 units may be from a Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

### Core Units

FNSACCS511 Provide financial and business performance information

FNSACCS512 Prepare tax documentation for individuals<sup>1</sup>

FNSACCS513 Manage budgets and forecasts

FNSACCS514 Prepare financial reports for corporate entities\*

FNSACCS516 Implement and maintain internal control procedures

FNSACCS517 Provide management accounting information

### Elective Units

BSBITU402 Develop and use complex spreadsheets

BSBLDR402 Lead effective workplace relationships

FNSACCS408 Work effectively in the accounting and bookkeeping industry

FNSACCS505 Establish and maintain accounting information systems

FNSACCS601 Prepare and administer tax documentation for legal entities\*<sup>1</sup>

FNSACCS607 Evaluate business performance\*

FNSFMK505 Comply with financial services legislation and industry codes of practice

FNSINC503 Identify situations requiring complex ethical decision making

FNSINC504 Apply ethical frameworks and principles to make and act upon decisions

FNSINC601 Apply economic principles to work in the financial services industry

FNSINC602 Interpret and use financial statistics and tools

FNSORG505 Prepare financial reports to meet statutory requirements

FNSORG506 Prepare financial forecasts and projections

FNSPAY501 Process salary packaging arrangements and additional allowances in payroll

FNSPAY502 Process superannuation payments in payroll

FNSPAY503 Process complex employee terminations in payroll

FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll

FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

FNSTPB503 Apply legal principles in consumer and contract law<sup>2</sup>

FNSTPB504 Apply legal principles in corporations and trust law<sup>2</sup>

FNSTPB505 Apply legal principles in property law<sup>2</sup>

FNSTPB506 Apply taxation requirements when providing tax (financial) advice services<sup>3</sup>

FNSTPB507 Apply legal principles in commercial law when providing tax (financial) advice services<sup>3</sup>

\*Note the following prerequisite unit requirements:

Unit in this qualification	Prerequisite units
FNSACC514 Prepare financial reports for corporate entities	BSBFIA401 Prepare financial reports FNSACC311 Process financial transactions and extract interim reports
FNSACC601 Prepare and administer tax documentation for legal entities	FNSACC512 Prepare tax documentation for individuals
FNSACC607 Evaluate business performance	FNSACC511 Provide financial and business performance information

<sup>1</sup> Unit included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00008 Taxation Law for Tax Agents Skill Set (Tax documentation).

<sup>2</sup> Unit included in the Tax Practitioners Board approved course in commercial law: FNSSS00005 Commercial Law for Tax Agents Skill Set.

<sup>3</sup> Unit included in the Tax Practitioners Board approved course in commercial law for tax (financial) advisers: FNSSS00006 Commercial Law for Tax (Financial) Advisers Skill Set

## FNS51815 - Diploma of Financial Services (Release 4)

### Packaging Rules

Total number of units = 10

1 core units plus

9 elective units

The elective units consist of:

- 7 from the electives below or any Diploma qualification in the FNS Financial Services Training Package (5 units must have FNS code).

Of the remaining 2 units:

- up to 2 may be from the electives
- up to 2 may be from a Certificate IV, Diploma or Advanced Diploma qualification in any currently endorsed training package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Note: Where the packaging of this qualification meets the rules of a specialist qualification at this level, then the specialist qualification and not the generic qualification must be awarded. This includes where applicable, any entry requirements.

### Core Units

FNSINC401 Apply principles of professional practice to work in the financial services industry

### Elective Units

#### Group A

#### Financial services

FNSBNK501 Manage banking and service strategy for small business customers

FNSBNK502 Manage services in a Business Transaction Centre

FNSBNK503 Provide business advisory services within a financial services context

FNSCRD503 Promote understanding of the role and effective use of consumer credit

FNSCRD504 Manage the credit relationship

FNSCRD505 Respond to corporate insolvency situations

FNSCUS502 Monitor client requirements

FNSCUS503 Review business performance

FNSCUS504 Manage premium customer relationships

FNSCUS505 Determine client requirements and expectations

FNSCUS506 Record and implement client instructions

FNSFLT501 Assist customers to budget and manage own finances

FNSFLT502 Facilitate customer awareness of the Australian financial system and markets

FNSFLT503 Promote basic financial literacy skills

FNSFLT504 Facilitate customer understanding of personal financial statements

FNSFLT505 Facilitate customer or employee understanding of superannuation as an investment tool

FNSFMK501 Analyse financial markets and information

FNSFMK505 Comply with financial services legislation and industry codes of practice

FNSFMK509 Process transaction documentation

FNSFMK510 Prepare trading strategies for clients

FNSIAD501 Provide appropriate services, advice and products to clients

FNSIAD502 Provide appropriate and timely information and advice to clients



FNSINC402 Develop and maintain in-depth knowledge of products and services used by an organisation or sector

FNSINC501 Conduct product research to support recommendations

FNSINC503 Identify situations requiring complex ethical decision making

FNSINC504 Apply ethical frameworks and principles to make and act upon decisions

FNSORG501 Develop and manage a budget

FNSORG502 Develop and monitor policy and procedures

FNSORG503 Develop a resource plan

FNSORG504 Monitor and supervise work practices to meet financial services regulatory requirements

FNSORG505 Prepare financial reports to meet statutory requirements

FNSORG506 Prepare financial forecasts and projections

FNSORG507 Manage client service and business information

FNSORG508 Analyse and comment on management reports

FNSRSK501 Undertake risk identification

FNSRSK502 Assess risks

FNSRSK601 Develop and implement risk mitigation plan

FNSSAM501 Apply advanced selling techniques to selling of financial products and services

FNSSAM502 Assess market needs

FNSSAM503 Monitor market opportunities

## **Group B**

### **Imported units**

BSBCNV501 Take instructions in relation to a transaction

BSBCNV502 Read and interpret a legal document and provide advice

BSBCNV503 Analyse and interpret legal requirements for a transaction

BSBCOM501 Identify and interpret compliance requirements

BSBCOM503 Develop processes for the management of breaches in compliance requirements

BSBCUS501 Manage a quality customer service

BSBHRM506 Manage recruitment selection and induction processes

BSBINN502 Build and sustain an innovative work environment

BSBLEG513 Apply legal principles in corporations law matters

BSBMKG501 Identify and evaluate marketing opportunities

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

BSBMGT517 Manage operational plan

BSBSLS502 Lead and manage a sales team

BSBPMG521 Manage project integration

BSBPMG517 Manage project risk

BSBPMG522 Undertake project work

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS507 Contribute to managing WHS information systems

BSBWHS503 Contribute to the systematic management of WHS risk

BSBWHS504 Manage WHS risks

BSBWOR501 Manage personal work priorities and professional development

## FNS60217 - Advanced Diploma of Accounting (Release 2)

### Packaging Rules

Total number of units = 14

3 core units plus

11 elective units

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- all 11 units may be chosen from the elective units listed below
- up to 6 units may be from a Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

### Core Units

FNSACCC624 Monitor corporate governance activities

FNSINCC601 Apply economic principles to work in the financial services industry

FNSINCC602 Interpret and use financial statistics and tools

### Elective Units

FNSACCC601 Prepare and administer tax documentation for legal entities\*<sup>1</sup>

FNSACCC602 Audit and report on financial systems and records\*

FNSACCC603 Implement tax plans and evaluate tax obligations\*<sup>1</sup>

FNSACCC605 Implement organisational improvement programs

FNSACCC606 Conduct internal audit\*

FNSACCC608 Evaluate organisation's financial performance\*

FNSACCC609 Evaluate financial risk\*

FNSACCC610 Develop and implement financial strategies\*

FNSACCC611 Implement an insolvency program

FNSACCC612 Implement reconstruction plan

FNSACCC613 Prepare and analyse management accounting information\*

FNSACCC614 Prepare complex corporate financial reports\*

FNSFMK505 Comply with financial services legislation and industry codes of practice

FNSINCC503 Identify situations requiring complex ethical decision making

FNSINCC504 Apply ethical frameworks and principles to make and act upon decisions

FNSORGG602 Develop and manage financial systems

FNSRSK602 Determine and manage risk exposure strategies

FNSTPB503 Apply legal principles in contract and consumer law<sup>2</sup>

FNSTPB504 Apply legal principles in corporations and trust law<sup>2</sup>

FNSTPB505 Apply legal principles in property law<sup>2</sup>

FNSTPB506 Apply taxation requirements when providing tax (financial) advice services<sup>3</sup>

FNSTPB507 Apply legal principles in commercial law when providing tax (financial) advice services<sup>3</sup>

\*Note the following prerequisite unit requirements.

Unit in this qualification	Prerequisite unit
FNSACCC601 Prepare and administer tax documentation for legal entities	FNSACCC512 Prepare tax documentation for individuals

FNSACC602 Audit and report on financial systems and records	FNSACC516 Implement and maintain internal control procedures
FNSACC603 Implement tax plans and evaluate tax compliance	FNSACC512 Prepare tax documentation for individuals
FNSACC606 Conduct internal audit	FNSACC516 Implement and maintain internal control procedures
FNSACC608 Evaluate organisation s financial performance	FNSACC511 Provide financial and business performance information
FNSACC609 Evaluate financial risk	FNSACC511 Provide financial and business performance information
FNSACC610 Develop and implement financial strategies	FNSACC511 Provide financial and business performance information
FNSACC613 Prepare and analyse management accounting information	FNSACC517 Provide management accounting information
FNSACC614 Prepare complex corporate financial reports	FNSACC514 Prepare financial reports for corporate entities

<sup>1</sup> Unit included in the Tax Practitioners Board approved course in Australian taxation law: FNSSS00008 Taxation Law for Tax Agents Skill Set (Tax documentation).

<sup>2</sup> Unit included in the Tax Practitioners Board approved course in commercial law: FNSSS00005 Commercial Law for Tax Agents Skill Set.

<sup>3</sup> Unit included in the Tax Practitioners Board approved course in commercial law for tax (financial) advisers: FNSSS00006 Commercial Law for Tax (Financial) Advisers Skill Set

# Incomplete Qualifications

Note: Units highlighted are those available from LRES Training Management

## FNS42015 - Certificate IV in Banking Services (Release 2)

### Packaging Rules

Total number of units = 12

5 core units plus

7 elective units

The elective units consist of:

- 3 units from one of the following groups:
- Group A Sales and marketing, or
- Group B Lending, or
- Group C Mobile banking.

Of the remaining 4 units:

- 4 may be from Group A, Group B, Group C or Group D
- 2 may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

### Core Units

BSBCUS403 Implement customer service standards

BSBWHS201 Contribute to health and safety of self and others

BSBWOR204 Use business technology

FNSINC401 Apply principles of professional practice to work in the financial services industry

FNSINC402 Develop and maintain in-depth knowledge of products and services used by an organisation or sector

### Elective Units

#### Group A - Sales and marketing

FNSSAM401 Sell financial products and services

FNSSAM402 Implement a sales plan

FNSSAM403 Prospect for new clients

#### Group B - Lending

FNSCRD401 Assess credit applications

FNSCRD402 Establish and maintain appropriate security

FNSCRD503 Promote understanding of the role and effective use of consumer credit

#### Group C - Mobile Banking

FNSBNK404 Promote mobile banking services

FNSBNK405 Provide mobile banking sales and service

FNSBNK406 Manage customer visits

#### Group D - General

BSBCUE301 Use multiple information systems

BSBCUE407 Administer customer engagement technology

BSBCUS301 Deliver and monitor a service to customers

BSBCUS401 Coordinate implementation of customer service strategies

BSBMGT405 Provide personal leadership

BSBSMB407 Manage a small team

BSBWOR501 Manage personal work priorities and professional development

FNSASIC301 Establish client relationship and analyse needs

FNSASIC302 Develop, present and negotiate client solutions

FNSBNK401 Coordinate a small business customer portfolio

FNSBNK403 Provide services in a Business Transaction Centre

FNSCUS402 Resolve disputes

FNSFLT501 Assist customers to budget and manage own finances

FNSFMB402 Identify client needs for broking services

FNSFMB403 Present broking options to client

FNSMCA402 Initiate legal recovery of debts

## FNS41815 - Certificate IV in Financial Services (Release 5)

### Packaging Rules

Total number of units = 13

1 core unit plus

12 elective units

The elective units consist of:

- 8 from the electives below or from a Certificate IV in the FNS Training Package (a minimum of 6 units must have an FNS code).

Of the remaining 4 units:

- up to 4 may be from the electives
- up to 4 may be from a Certificate IV or Diploma qualification in any currently endorsed training package or accredited course
- up to 2 may be from a Certificate III qualification in any currently endorsed training package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Note: Where the packaging of this qualification meets the rules of a specialist qualification at this level, the specialist qualification and not the generic qualification must be awarded. This includes where applicable any entry requirements.

### Core Units

FNSINC401 Apply principles of professional practice to work in the financial services industry

### Elective Units

#### Group A

##### Entry level skill units

BSBWHS201 Contribute to health and safety of self and others

BSBWOR203 Work effectively with others

BSBWOR204 Use business technology

#### Group B

##### ASIC units

FNSASIC301 Establish client relationship and analyse needs

FNSASIC302 Develop, present and negotiate client solutions

#### Group C

##### General financial service units

FNSACC405 Maintain inventory records

FNSACC412 Prepare operational budgets

FNSACC413 Make decisions in a legal context

FNSBNK401 Coordinate a small business customer portfolio

FNSBNK402 Align banking products with the needs of small business customers

FNSBNK403 Provide services in a Business Transaction Centre

FNSBNK404 Promote mobile banking services

FNSBNK405 Provide mobile banking sales and service

FNSBNK406 Manage customer visits

FNSCUS401 Participate in negotiations

FNSCUS402 Resolve disputes

FNSFLT401 Be MoneySmart through a career in small business

FNSFMK401 Reconcile financial transactions  
FNSFMK402 Develop and maintain knowledge of financial markets products  
FNSFMK403 Interpret financial markets information  
FNSFMK505 Comply with financial services legislation and industry codes of practice  
FNSINC402 Develop and maintain in-depth knowledge of products and services used by an organisation or sector  
FNSINC501 Conduct product research to support recommendations  
FNSORG401 Conduct individual work within a compliance framework  
FNSPIM410 Collect, assess and use information  
FNSRSK401 Implement risk management strategies  
FNSSAM401 Sell financial products and services  
FNSSAM402 Implement a sales plan  
FNSSAM403 Prospect for new clients  
FNSSUP409 Provide specialist retirement income stream information to clients  
FNSSUP410 Establish and administer retirement income streams  
FNSSUP411 Terminate retirement income streams  
FNSSUP412 Determine impact of social security entitlements on retirement income  
FNSSUP413 Apply knowledge of retirement planning issues when dealing with clients  
FNSSUP414 Develop and apply knowledge of aged care  
FNSTPB402 Establish and maintain payroll systems

## **Group D**

### **Mortgage lending**

FNSCRD401 Assess credit applications  
FNSCRD402 Establish and maintain appropriate security  
FNSCRD403 Manage and recover bad and doubtful debts  
FNSCRD404 Utilise the legal process to recover outstanding debt  
FNSCRD405 Manage overdue customer accounts  
FNSCRD503 Promote understanding of the role and effective use of consumer credit

## **Group E**

### **Generic units**

BSBADM405 Organise meetings  
BSBCMM401 Make a presentation  
BSBCOM401 Organise and monitor the operation of compliance management system  
BSBCOM402 Implement processes for the management of a breach in compliance requirements  
BSBCOM405 Promote compliance with legislation  
BSBCUE405 Survey stakeholders to gather and record information  
BSBCUS401 Coordinate implementation of customer service strategies  
BSBCUS402 Address customer needs  
BSBCUS403 Implement customer service standards  
BSBINM401 Implement workplace information system  
BSBITS401 Maintain business technology  
BSBITU402 Develop and use complex spreadsheets  
BSBLDR402 Lead effective workplace relationships  
BSBLDR403 Lead team effectiveness  
BSBLEG413 Identify and apply the legal framework  
BSBLEG415 Apply the principles of contract law  
BSBMGT401 Show leadership in the workplace



BSBMGT403 Implement continuous improvement

BSBMGT405 Provide personal leadership

BSBPMG411 Apply project quality management techniques

BSBPMG412 Apply project cost management techniques

BSBPMG415 Apply project risk management techniques

BSBREL402 Build client relationships and business networks

BSBRES401 Analyse and present research information

BSBRKG404 Monitor and maintain records in an online environment

BSBRSK401 Identify risk and apply risk management processes

BSBSMB407 Manage a small team

BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control

BSBWOR404 Develop work priorities

TAEDEL402 Plan, organise and facilitate learning in the workplace

TAEDEL404 Mentor in the workplace