



Australian Government

FNSBNK513 Provide business advisory services within a financial services context

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version first released with the FNS Financial Services Training Package Version 8.0.</p> <p>Supersedes and is equivalent to FNSBNK503 Provide business advisory services within a financial services context.</p>

Application

This unit describes the skills and knowledge required to provide advisory services to small businesses with the intent of stimulating community and business development. It involves the provision of business advice, including the business planning, marketing and opportunity seeking processes required to identify and capitalise on business opportunities and develop financing proposals.

The unit applies to individuals who provide specialised knowledge and services and have managerial responsibilities for building business and clients.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Users are advised to check with the relevant regulatory authorities to confirm those requirements.

Unit Sector

Banking

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Contribute to identification of business opportunities	<p>1.1 Foster business relationships with community members and business developers</p> <p>1.2 Identify attributes, and service needs and wants, of business clients as basis for tailoring communications and services</p> <p>1.3 Provide support and advice to potential client in evaluating potential business opportunities and in identifying market</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>potential of business opportunity</p> <p>1.4 Provide support and advice to potential client in identifying financial, infrastructure and human resources required to realise business opportunity</p>
2. Provide advice about development of business plans and financing proposals	<p>2.1 Explain requirements and structure of business plan to client</p> <p>2.2 Provide advice regarding development of comprehensive business plan and its implementation</p> <p>2.3 Provide advice regarding development of proposal for financing of business initiative that meets guidelines and requirements of organisation</p> <p>2.4 Provide advice about benefits of accessing other relevant business professionals regarding appropriate business venture structure and compliance with relevant legislation</p>
3. Provide high level and tailored business banking solutions and service	<p>3.1 Analyse potential or current usage patterns of business and identify effective service and product options</p> <p>3.2 Determine and evaluate business banking needs to identify products to manage business cash flow, and negotiate rates</p> <p>3.3 Identify, model and sell products to support range of business needs and financial transactions, borrowing and leasing needs</p> <p>3.4 Identify and implement banking services that assist with efficient management and statutory reporting of business</p> <p>3.5 Coordinate service delivery to client by other departments or units across organisation</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	<ul style="list-style-type: none"> Calculates, compares and analyses a range of numerical and financial data to determine trends and produce models using appropriate tools
Oral communication	<ul style="list-style-type: none"> Articulates clearly using language appropriate to audience and adapts tone and pace to engage and present information to others Uses collaborative and inclusive techniques, including active listening and questioning techniques, to elicit and convey information to a range of personnel Uses sophisticated interpersonal communication techniques

SKILL	DESCRIPTION
	and strategies to instil confidence in advice and ideas
Reading	<ul style="list-style-type: none"> Analyses complex textual information from a range of sources and relates specific aspects of information to requirements
Writing	<ul style="list-style-type: none"> Develops material for a specific audience using formats appropriate to purpose Uses clear and concise language, incorporating correct grammar and spelling, to convey accurate customised information and recommendations
Problem solving	<ul style="list-style-type: none"> Identifies issues that have the potential to impact on the business and develops options to resolve them when they arise Applies systematic and analytical decision-making processes for complex and non-routine situations client and business needs
Self-management	<ul style="list-style-type: none"> Accepts responsibility for managing, planning and sequencing complex tasks and workloads of self and others, negotiating and coordinating key aspects with stakeholders
Technology	<ul style="list-style-type: none"> Uses the main features and functions of digitally-based technologies and software packages, including spreadsheets, databases and the internet

Unit Mapping Information

Supersedes and is equivalent to FNSBNK503 Provide business advisory services within a financial services context.

Links

Companion Volume Implementation Guide is found on VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>