Australian Government

# FNSFMB511 Implement credit contracts in preparation for settlement

**Release: 1**

# FNSFMB511 Implement credit contracts in preparation for settlement

## Modification History

| Release | Comments |
|---|---|
| Release 1 | This version first released with FNS Financial Services Training Package Version 6.0. |

## Application

This unit describes the skills and knowledge required to identify client needs and assist in the preparation of securities to implement a credit contract in preparation for loan settlement.

The unit applies to individuals who use organisational skills to complete and coordinate tasks within agreed timelines and industry or organisational conditions.

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 state and territory regulatory authorities to confirm those requirements.

## Unit Sector

Finance/mortgage broking

## Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* |
| 1. Identify client needs and prepare credit contract terms | 1.1 Discuss client needs and requirements<br>1.2 Identify documents required for credit contract<br>1.3 Agree on property settlement date and security<br>1.4 Confirm client understanding of conditions of finance approval |
| 2. Assist in preparation and registration of securities | 2.1 Communicate information on property, insurances and securities in credit contract to client<br>2.2 Assist client to initiate steps to implement security as required<br>2.3 Communicate with client, conveyancer and credit provider, and confirm all parties are prepared for settlement<br>2.4 Assist client in preparing security documents prior to settlement |

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| | according to lender's policies and procedures, and legislative and regulatory requirements<br>2.5 Confirm documents can be accepted and registered with required stakeholders |
| 3. Execute credit contract and prepare for settlement | 3.1 Confirm with client that credit contract has been executed<br>3.2 Assist client in submitting credit contract and required documents<br>3.3 Communicate payment and stamp duty information to client<br>3.4 Confirm client makes required payments prior to settlement |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| SKILL | DESCRIPTION |
|---|---|
| Numeracy | • Performs mathematical calculations to analyse and check financial and numerical information for accuracy and completeness<br>• Checks calculations and results using calculators |
| Oral communication | • Provides clear and explicit information and instructions to others<br>• Confirms and clarifies requirements using active listening and questioning<br>• Adapts personal communication style to show respect for the values, beliefs and cultural expectations of others |
| Reading | • Checks documents for accuracy and correct formatting |
| Self-management | • Identifies and follows organisational protocols and meets expectations<br>• Monitors adherence to legal and regulatory obligations |
| Teamwork | • Collaborates with others to achieve joint outcomes<br>• Selects and uses appropriate communication conventions and protocols to liaise with clients, lenders and other stakeholders |
| Technology | • Accesses, enters and stores information using digital technologies |

## Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to FNSFMB501 Settle applications and loan arrangements in the finance and mortgage broking industry.

# Links

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