Assessment Requirements for FNSIBK401 Research, analyse and report information in insurance broking

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use organisational tools and a range of appropriate methodologies to collect and analyse information that meets the required criteria
- apply organisational skills to prepare a timely report
- use communication skills to present information in in a clear and logical format to suit the intended audience.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the requirements of company policy and procedures for data collection, report writing and presentation to clients
- provide an evaluation of the data collection, processing and analysis methods applicable in preparing insurance reports
- describe the evaluation and choice of suitable presentation principles and approaches
- outline the application of conventions for report writing
- explain the responsibility of the adviser to address legal and code of practice requirements relating to information collection and presenting information on insurance products and services
- outline the analysis of company products and services undertaken to support recommendations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the insurance broking field of work and include access to:

- common office equipment, technology, software and consumables
- organisational records.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe

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