Assessment Requirements for FNSIBK403 Place client insurances with insurer and confirm insurance cover with clients

# Modification History

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| Release | Comments |
| Release 2 | This version first released with FNS Financial Services Training Package Version 1.1  Version 2 created to correct mapping information |
| Release 1 | This version first released with FNS Financial Services Training Package Version 1 |

# Performance Evidence

Evidence of the ability to:

* follow company administration processes and insurance procedures to ensure insurance transactions are completed efficiently
* check client and insurer documents to ensure there are no errors or omissions, and update records.

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:

* outline the application of company or organisational policy, procedures and authorities relating to insurance transactions
* describe the analysis of industry compliance requirements relating to insurance transactions
* describe the application of administrative and record-keeping processes the adviser takes responsibility for in completing the insurance transaction.

# 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>