



Australian Government

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

Release: 2

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Modification History

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>