Australian Government

FNSISV412 Underwrite insurance business

Release: 1

FNSISV412 Underwrite insurance business

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 underwrite a new or renewing business, including determining the terms and conditions, risk acceptance, evaluating the response of the client, negotiating and finalising the cover.

The unit applies to those working in underwriting roles across range of insurance sectors, in organisations of various sizes and across a range of client bases.

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

Insurance services

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. Determine terms and conditions of risk acceptability	1.1 Collect risk acceptance information and determine terms and conditions of acceptance 1.2 Determine risk acceptability within authority limitations and capacities 1.3 Determine terms and conditions of risk acceptance according to risk acceptance criteria and client history as required 1.4 Determine referrals, as required 1.5 Place facultative reinsurance, as required
2. Communicate result of risk assessment	2.1 Prepare and communicate quotation, as required 2.2 Advise client of terms and conditions of risk acceptance according to organisational timeframes

ELEMENT	PERFORMANCE CRITERIA
	2.3 Advise rejection of risk as required according to organisational timeframes and guidelines
3. Negotiate agreement	3.1 Determine whether action to modify terms and conditions is required by assessing client response 3.2 Modify offer as required and prepare advice to client according to organisational policies and procedures 3.3 Confirm offer complies with underwriting acceptance authorities and criteria and seek referral approval, as required 3.4 Negotiate revised offer and establish reinsurance as required 3.5 Advise client of acceptance or rejection of risk according to organisational policies and procedures
4. Finalise agreement	4.1 Specify disclosure requirements 4.2 Issue documentation to client according to organisational policies and procedures 4.3 Confirm reinsurance cover, as required 4.4 Record documents according to organisational policies and procedures 4.5 Monitor expiry of interim cover according to organisational policies and procedures as required

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	• Performs mathematical calculations to analyse financial data and statistics to accurately process insurance cover
Oral communication	• Interacts effectively in verbal exchanges, using active listening and questioning to convey and clarify information • Clearly explains detailed information using language, tone and pace appropriate to audience
Reading	• Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements
Writing	• Accurately records and completes organisational documents and correspondence using clear language and correct spelling, grammar and terminology • Writes, edits and proofreads documents to ensure clarity of meaning,

SKILL	DESCRIPTION
	and accuracy and consistency of information
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes
Self-management	• Accepts responsibility and ownership for the task and makes decisions on completion parameters and the need to coordinate with others • Takes personal responsibility for following policies, procedures and legislative requirements
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts • Recognises and accommodates basic differences and priorities of others • Recognises behaviours and triggers that contribute to conflict and implements strategies to reduce issues during negotiations
Technology	• Uses digital technologies to access, enter and store information required to complete work tasks

Unit Mapping Information

No equivalent unit. Supersedes and is not equivalent to:

- FNSISV402 Underwrite new business
- FNSISV404 Underwrite renewal business.

Links

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