



Australian Government

FNSSAM614 Establish agreements with intermediaries for product distribution

Release: 1

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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 negotiate and form agreements with intermediaries for distributing financial products.

The unit applies to those who use specialised knowledge, systematic approaches and discretion, within their level of authority and organisational guidelines, to negotiate arrangements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Sales and marketing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify and assess potential intermediaries	1.1 Determine selection criteria for intermediaries according to organisational procedures 1.2 Identify potential intermediaries
2. Shortlist suitable intermediaries	2.1 Engage with potential intermediaries and respond to enquiries 2.2 Obtain credentials and experience information from potential intermediaries 2.3 Evaluate information provided and check credentials through required agencies 2.4 Select intermediaries according to selection criteria
3. Negotiate terms and	3.1 Discuss terms of trade with shortlisted intermediaries

ELEMENT	PERFORMANCE CRITERIA
finalise documentation	3.2 Respond to requests for information and communications with shortlisted intermediaries 3.3 Assess proposed terms of trade for compliance with industry codes of practice and legislative and regulatory requirements 3.4 Communicate decision and submit terms of trade to potential intermediaries 3.5 Obtain signed agreement for terms of trade from intermediaries and file according to organisational procedures 3.6 Provide intermediaries a copy of signed agreement
4. Manage agreements	4.1 Manage and document communications with engaged intermediaries and negotiate variations to terms of trade as required 4.2 Obtain signed agreement to vary terms of trade and file documentation according to organisational procedures

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	Uses mathematical equations to perform calculations and comparisons of financial and numerical information
Oral communication	- Applies listening and questioning techniques to guide discussions and elicit information from a range of stakeholders - Presents information structuring tone, pace and content in line with the audience and purpose
Reading	Analyses detailed textual information from a range of sources to identify and compare key information and determine requirements
Writing	Uses clear and concise language, incorporating correct spelling, grammar and terminology, to accurately record and convey information
Teamwork	- Selects and uses required conventions and protocols when communicating with internal and external stakeholders to seek and share information - Plays a lead role in situations requiring effective collaborative skills, demonstrating high level negotiation skills
Planning and organising	Uses efficient and effective planning, organisational and time management skills to sequence tasks, meet timelines and comply with legislative and organisational requirements

SKILL	DESCRIPTION
	Systematically gathers and analyses all required information and evaluates options to make decisions about trade agreements
Self-management	Complies with legislative and regulatory requirements, explicit and implicit protocols, policies and procedures and meets expectations associated with own role
Technology	Uses a range of digital technologies to prepare, compile, share and store information

Unit Mapping Information

Supersedes and is equivalent to FNSSAM604 Establish agreements with intermediaries for product distribution.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>