



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FNS41110 Certificate IV in Financial Markets Operations**

**Revision Number: 1**

## **FNS41110 Certificate IV in Financial Markets Operations**

### **Modification History**

Not applicable.

### **Description**

This qualification reflects the job roles in financial markets back office operations.

### **Pathways Information**

#### **Qualification Pathway**

The primary pathway from this qualification is employment in financial markets roles performing duties such as:

- confirming financial transactions
- settling financial transactions
- reconciling financial transactions
- assisting in the settling of a loan

This qualification may be suited to an Australian Apprenticeship pathway.

A further learning pathway utilising qualifications such as FNS51010 Diploma of Financial Markets would support career progression.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
Communication	<ul style="list-style-type: none"> <li>• creating workplace documents to specification</li> <li>• developing and writing reports</li> <li>• establishing and maintaining workplace networks</li> <li>• preparing and presenting information in appropriate electronic format</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• working as a member of a team and applying knowledge of one's own role to achieve team goals</li> <li>• working with management to determine organisational requirements</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>• applying estimating, forecasting and analysis skills</li> <li>• analysing and verifying source documents</li> <li>• checking and coding data, reconciling accounts, verifying and correcting discrepancies</li> <li>• determining security protocols</li> <li>• identifying OHS hazards and applying risk control</li> <li>• performing calculations</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• contributing creative ideas to resolve workplace issues</li> <li>• referring non-routine problems to a nominated person</li> <li>• responding to changing situations in the workplace</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• ensuring the integrity of systems, records and reporting procedures are maintained</li> <li>• maintaining accounting records for compliance purposes</li> <li>• preparing, processing and maintaining financial records</li> <li>• processing routine documents and maintaining files, managing information and scheduling and coordinating competing tasks</li> <li>• recording, gathering and classifying information</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• applying time management strategies to own work schedule</li> <li>• managing own time and priorities and dealing with contingencies</li> <li>• taking responsibility as required by work role and ensuring all organisational policies and procedures are followed</li> <li>• working ethically and complying with industry professional code of practice and legislative requirements</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• acquiring and applying knowledge of products, services and organisational policies and procedures</li> <li>• asking questions to clarify instructions</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>• seeking advice on technical issues</li> <li>• adapting to change in technology and/or work practices</li> <li>• following workplace safety procedures</li> <li>• identifying opportunities for own professional development</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• applying data entry and keyboard skills</li> <li>• operating computers, using word processing, spreadsheet and database skills to produce workplace documentation</li> <li>• using databases, record system and workflow packages</li> <li>• using business technology to access, enter and monitor information</li> </ul>

## Packaging Rules

### Packaging Rules

**15 units** must be achieved:

#### **10 core units**

*plus 5 elective units*

- the required elective units of competency can be selected from the elective bank or from units aligned to another Certificate IV qualifications in the FNS10 Financial Services Training Package
- a maximum of 2 electives may be selected from units aligned to Diploma qualifications in the FNS10 Financial Services Training Package
- a maximum of 2 electives may be selected from units aligned to Certificate IV or Diploma qualifications from another endorsed Training Package or accredited course.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages or accredited courses must not duplicate units selected from or available within the FNS10 Financial Services or BSB07 Business Services Training Packages.

#### ***Core units of competency:***

- BSBCOM501B Identify and interpret compliance requirements
- BSBFIA301A Maintain financial records
- BSBRSK401A Identify risk and apply risk management processes
- BSBWOR404A Develop work priorities
- FNSFMK401A Reconcile financial transactions

- FNSFMK402A Develop and maintain knowledge of financial markets products
- FNSFMK501A Analyse financial markets and information
- FNSFMK504A Complete settlement and conformation processes
- FNSACM401A Evaluate and authorise payment requests
- FNSINC401A Apply principles of professional practice to work in the financial services industry

*Elective units of competency:*

- BSBADM405B Organise meetings
- BSBADM502B Manage meetings
- BSBINM302A Utilise a knowledge management system
- BSBITU402A Develop and use complex spreadsheets
- BSBLEG301A Apply knowledge of the legal system to complete tasks
- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- BSBWOR401A Establish effective workplace relationships
- BSBWOR501A Manage personal work priorities and professional development
- FNSFMK403A Interpret financial markets information
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