Australian Government

FNS41315 Certificate IV in Personal Trust Administration

Release 3

FNS41315 Certificate IV in Personal Trust Administration

Modification History

Release	Comments
Release 3	This version released with FNS Financial Services Training Package version 6.1. The following elective units of competency have been deleted as directed by the AISC: • FNSPRT301 Establish entitlements to an intestate estate. The above training products were identified as having zero enrolments over a three year period.
Release 2	This version released with FNS Financial Services Training Package version 1.1 Release 2 created to correct typographical error
Release 1	This qualification first released with FNS Financial Services Training Package version 1.0

Qualification Description

This qualification is designed to reflect job roles of a person working in varied contexts within personal trust administration. Individuals in these roles apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources. They work autonomously and may provide guidance to others and have limited responsibility for the output of others.

Licensing/Regulatory Information

No licensing or certification requirements apply to this qualification at the time of publication. However, some units will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to the FNS Implementation Guide Companion Volume for guidance on requirements.

Entry Requirements

Nil

Packaging Rules

Total number of units = 11

7 core units plus

4 elective units

The elective units consist of:

- 2 from Group A.

Of the remaining 2 units:

- up to 2 may be from Group A
- up to 2 may be from Certificate IV or Diploma in any currently endorsed training package or accredited course
- 1 may be selected from Group B.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core Units

FNSINC401 Apply principles of professional practice to work in the financial services industry

FNSPRT401 Administer an intestate estate

FNSPRT402 Prepare a will

FNSPRT403 Administer a complex estate

FNSPRT404 Administer a trust dealing with complex matters

FNSPRT405 Establish powers of attorney or financial administration order

FNSPRT406 Administer powers of attorney or financial administration orders

Elective Units

Group A

BSBCOM405 Promote compliance with legislation

BSBCUS402 Address customer needs

BSBLDR403 Lead team effectiveness

BSBREL402 Build customer relationships and business networks

BSBRSK401 Identify risk and apply risk management processes

BSBWOR404 Develop work priorities

FNSACC403 Make decisions in a legal context
FNSCUS401 Participate in negotiations
FNSCUS402 Resolve disputes
FNSFPL401 Extract and analyse information on specified financial strategies and products
FNSPIM409 Maintain customer relationships
FNSPRT501 Advise clients on trust structures
FNSPRT502 Advise clients in estate planning

Group B
FNSPRT302 Administer a non-complex estate
FNSPRT303 Administer a non-complex trust

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
FNS41315 Certificate IV in Personal Trust Administration	FNS41311 Certificate IV in Personal Trust Administration	Updated to meet Standards for Training Packages.	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe