



**Australian Government**

# **FNS42215 Certificate IV in Personal Trust Administration**

**Release 4**

## FNS42215 Certificate IV in Personal Trust Administration

### Modification History

Release	Comments
Release 4	<p>This version released with FNS Financial Services Training Package version 6.2.</p> <p>The following elective unit of competency has been reinstated as directed by the AISC:</p> <ul style="list-style-type: none"><li>FNSPRT301 Establish entitlements to an intestate estate.</li></ul>
Release 3	<p>This version released with FNS Financial Services Training Package version 3.0.</p>
Release 2	<p>This version released with FNS Financial Services Training Package version 2.1.</p> <p>Release 2 created to update elective unit list.</p>
Release 1	<p>This qualification first released with FNS Financial Services Training Package Version 2.0.</p>

### 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, 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 the electives below

Of the remaining 2 units:

- up to 2 may be from the electives below
- up to 2 may be from Certificate III or above in any currently endorsed training package or accredited course.

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

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 orders

FNSPRT406 Administer powers of attorney or financial administration orders

FNSPRT505 Develop and maintain knowledge of financial services and assets

### Elective Units

BSBCOM405 Promote compliance with legislation

BSBCUS402 Address customer needs

BSBREL402 Build client relationships and business networks

BSBRSK401 Identify risk and apply risk management processes

BSBLDR403 Lead team effectiveness

BSBWOR404 Develop work priorities

FNSACC413 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 relationship

FNSPIM510 Implement informed decision-making  
FNSPRT301 Establish entitlements to an intestate estate  
FNSPRT302 Administer a non-complex estate  
FNSPRT303 Administer a trust with non-complex matters  
FNSPRT407 Investigate and substantiate entitlement in an intestate estate  
FNSPRT501 Advise clients on trust structures  
FNSPRT502 Advise clients in estate planning  
FNSPRT508 Administer a charitable trust

## Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNS42215 Certificate IV in Personal Trust Administration (Release 3)	FNS42215 Certificate IV in Personal Trust Administration (Release 2)	Updates to unit elective list	Equivalent qualification

## Links

Companion Volume implementation guides are found in VETNet -

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