



Australian Government

Assessment Requirements for FNSILF302 Process a life insurance application

Release: 1

Assessment Requirements for FNSILF302 Process a life insurance application

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- check documentation and review new insurance applications within delegation authority
- process applications correctly and in accordance with organisational procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- define life insurance terms and conditions
- outline organisational procedures in line with life insurance requirements
- explain organisational systems for data entry, filing and document registration
- explain life insurance product information
- identify relevant regulatory requirements for life insurance
- explain when to escalate issues to the next level of authority.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the life insurance field of work and include access to:

- office equipment, technology, software and consumables
- organisational records, policy and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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