



Australian Government

FNS60513 Advanced Diploma of Superannuation

Release 1

FNS60513 Advanced Diploma of Superannuation

Modification History

Release	Comments
Release 1	<p>This version released with <i>FNS10 Financial Services Training Package version 5.0</i>.</p> <p>Core unit BSBOHS404B removed from the packaging rules, as inappropriate in this occupational environment.</p> <p>Packaging rules adjusted to reduce core unit requirement by one and increase elective unit requirement by one; overall total number of units required for qualification unchanged.</p> <p>Entry requirements reworded to accommodate candidates with a qualification from FNS04.</p> <p>Imported unit updated: BSBCOM603B to BSBCOM603C.</p> <p>This qualification replaces <i>FNS60510 Advanced Diploma of Superannuation</i> and the outcomes are deemed not equivalent.</p>

Description

This qualification is designed to reflect job roles in the superannuation industry and involves providing leadership and guidance with responsibility for the superannuation work outcomes of others.

Possible work functions may include:

- developing and managing business systems for superannuation
- developing compliant policy and procedures
- liaising with and supporting trustees
- managing and supervising superannuation industry staff
- negotiating and establishing outsourced service providers
- working as a trustee of a superannuation fund.
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Pathways Information

Pathways into the qualification

Preferred pathways for candidates entering this qualification include:

- Diploma of Superannuation.

Pathways from the qualification

The primary pathway from this qualification is employment in superannuation job roles:

- within a superannuation fund or service provider to a superannuation fund
- working outside superannuation but providing advice on superannuation products.

A further learning pathway could be study in relevant higher education programs.

Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. You should refer to the IBSA website (www.ibsa.org.au) or the relevant regulator for specific guidance on requirements.

Entry Requirements

The entry requirement for this qualification is completion of 5 units of competency, comprising:

- the unit FNSINC402A *Develop and maintain in-depth knowledge of products and services used by an organisation or sector* from FNS50711 Diploma of Superannuation, or equivalent;
- 4 units from the group of Superannuation elective units from the Diploma of Superannuation in FNS50711 (SUP code), Diploma of Finance (Superannuation) FNS50904 (SUPR code), or equivalent.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • adjusting interpersonal styles and methods as required • communicating ideas and information cognisant of social and cultural diversity and special needs • consulting, questioning, clarifying and evaluating information • developing and writing reports to specifications • fostering business relationships and providing a high level of customer service and relationship management • preparing and presenting correspondence in appropriate electronic format • using effective telephone techniques and negotiating solutions with clients and colleagues
Teamwork	<ul style="list-style-type: none"> • allocating team members to key clients • coaching and mentoring staff to reach minimum customer service standards • providing feedback, support and encouragement to team members • providing opportunities for staff to provide feedback on policies and procedures
Problem solving	<ul style="list-style-type: none"> • collecting, analysing, comparing and contrasting data • identifying and resolving inconsistencies • providing strategies on how to address non-compliance • testing and assessing the integrity of information
Initiative and enterprise	<ul style="list-style-type: none"> • developing innovative customer service strategies to maintain loyalty • effectively managing change and integrating new information and procedures into existing work practices • exploring strategic options for investment • outsourcing activities to specialists
Planning and organising	<ul style="list-style-type: none"> • allocating resources and maintaining accurate records • establishing and monitoring performance targets • managing the implementation of compliance systems, policies and procedures and risk strategies • monitoring policy against key performance indicators • researching, developing, trialling, implementing, monitoring and reviewing policies and procedures and risk strategies
Self-management	<ul style="list-style-type: none"> • applying the organisation's workplace vision and mission • managing own time and priorities and dealing with contingencies

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> • operating within codes of ethics, codes of professional conduct, legislation and regulations • representing the organisation in a professional manner and ensuring all statutory requirements are met when working with trustees • taking responsibility as required by work role and ensuring all organisational policies and procedures are followed • using discretion and judgement within complex environments
Learning	<ul style="list-style-type: none"> • adapting to change in technology and/or work practices • contributing to the learning of others • defining own work role and understanding level of responsibility • developing and maintaining personal competency • identifying opportunities for professional development • making induction training available to new staff • offering specific training on developing key client relationships and handling complaints • seeking advice from specialists • using online help for self-learning purposes
Technology	<ul style="list-style-type: none"> • conducting web searches and using corporate templates • operating computers and using word processing, spreadsheet and database skills to produce workplace documentation • using business technology to access, organise and monitor information • using research data devices and telecommunication devices and equipment

Packaging Rules

Packaging Rules

12 units must be achieved.

2 core units

plus 10 elective units

- **7 elective units** from Groups A, B, C or D
- a minimum of **2 elective units** must be selected from Group B
- the remaining **3 elective units** may be selected from the electives listed below
- **2 of the elective units** may be selected from any endorsed Training Package or accredited course. Both of these units may be from a Diploma qualification; one may be from an Advanced Diploma qualification.

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

Core units of competency:

- FNSCUS601A Establish, manage and monitor key relationships
- FNSINC401A Apply principles of professional practice to work in the financial services industry

Elective units of competency:

Group A (Superannuation advice)

- FNSASICU503A Provide advice in Superannuation
- FNSCUS505A Determine client requirements and expectations
- FNSCUS506A Record and implement client instructions
- FNSIAD501A Provide appropriate services, advice and products to clients
- FNSINC501A Conduct product research to support recommendations

Group B (Fund trustee)

- FNSSUP601A Liaise with and support trustees
- FNSSUP602A Manage official complaints procedures and proceedings
- FNSSUP603A Integrate investment strategy with fund operations

Group C (Self-managed superannuation funds)

- FNSSMS601A Provide advice in self-managed superannuation funds

- FNSSMS602A Apply taxation requirements to advising in self-managed superannuation funds
- FNSSMS603A Apply legislative and operational requirements when advising in self-managed superannuation funds

Group D (Organisational support)

- BSBCOM602B Develop and create compliance requirements
- BSBCOM603C Plan and establish compliance management systems
- BSBMGT605B Provide leadership across the organisation
- FNSORG602A Develop and manage financial systems
- FNSORG603A Establish and prepare operational guidelines in a financial services organisation
- FNSORG604A Establish outsourced services and monitor performance
- FNSPRM605A Establish or review marketing, client services and supplier relationships
- FNSPRM606A Establish or review human resources, administration and information support
- FNSRSK601A Develop and implement risk mitigation plan
- FNSSAM602A Identify and evaluate marketing opportunities in the financial services industry
- FNSSAM603A Tailor financial products to meet customer needs
- FNSSAM604A Establish agreements with intermediaries for product distribution

Group E (General)

- BSBINN501A Establish systems that support innovation
- BSBITB501A Establish and maintain a workgroup computer network
- BSBSUS501A Develop workplace policy and procedures for sustainability
- FNSACC505A Establish and maintain accounting information systems
- FNCSUS505A Determine client requirements and expectations
- FNCSUS506A Record and implement client instructions
- FNSIAD501A Provide appropriate services, advice and products to clients
- FNSINC501A Conduct product research to support recommendations
- FNSORG501A Develop and manage a budget
- FNSORG504A Monitor and supervise work practices to meet financial services regulatory requirements
- FNSSMS501A Invest self-managed superannuation funds assets
- FNSSMS505A Support trustee in the selection and performance monitoring of outsourced services
- FNSSUP501A Supervise complaints procedures
- FNSSUP504A Provide advanced customer service to superannuation clients

Prerequisite Units

Code and title	Prerequisite units required
FNSASICU503A Provide advice in Superannuation	FNSCUS505A Determine client requirements and expectations FNSCUS506A Record and implement client instructions FNSIAD501A Provide appropriate services, advice and products to clients FNSINC501A Conduct product research to support recommendations