



Australian Government

Department of Education, Employment and Workplace Relations

FNSFMB504A Implement complex loan structures

Revision Number: 1

FNSFMB504A Implement complex loan structures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to establish actions, timings and priorities needed to implement complex loans and supervise the implementation process. This unit may apply to job roles subject to licensing, legislative, regulatory or certification requirements so Commonwealth, State or Territory requirements should be confirmed with the relevant body.
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Application of the Unit

Application of the unit	This unit may be applied by finance brokers working with clients with complex needs, which may include: • commercial loans • chattel leases • Native Title • heritage issues.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Organise implementation actions	1.1. Special or complex features of the client's situation are reviewed for implementation implications including high asset, income or expenditure requirements, complex taxation, <i>the complex nature of the securities</i> to be taken, <i>forms of security to be taken for complex transactions</i> and other legal or complex issues 1.2. Implementation actions are prioritised, timing for each action is planned, and activities are confirmed to be consistent with client needs and specifications 1.3. Implementation actions required by the client are clearly explained, written agreement to actions is obtained, and implementation records are established 1.4. Implementation actions including timing and priority are carried out to maximum advantage for the client
2. Establish appropriate procedures for implementation	2.1. Personnel to implement each action for the loan structure are identified and briefed and internal and external <i>documentation</i> requirements completed 2.2. Implementation actions that depend on, or involve actions by, other professional such as accountants and lawyers are coordinated with these professionals 2.3. Monitoring procedures are established for critical implementation timing and priorities
3. Undertake and/or supervise implementation	3.1. Client is briefed on actions to be undertaken and assistance is provided where needed 3.2. Instructions are issued to internal and external personnel as per loan structure 3.3. Consultation and monitoring is maintained with other professionals where joint implementation action is required and checks and follow-ups are made on lodgement of documentation to ensure plan timings are met 3.4. Fees and charges are obtained and processed according to organisation and <i>legislative requirements</i> 3.5. Client is debriefed and any concerns are addressed

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- highly developed communication skills to:
 - determine and confirm complex client requirements, using questioning and active listening as required
 - develop a rapport with clients and deal with any emotive issues sensitively
 - liaise with others, share information, listen and understand
 - use language and concepts appropriate to cultural differences
- customer service skills such as:
 - providing appropriate contact with client throughout the complex broking process
 - appropriate timing of events
- well-developed research and analysis for:
 - accessing, interpreting and analysing complex information to meet client needs
 - identifying key issues for implementation actions
- well-developed numeracy and IT skills to:
 - access and use appropriate specialist software, organisational templates, spreadsheets and databases
 - access internet information
- well-developed literacy skills to:
 - read and interpret organisational and industry information
 - draft documentation for clients that is comprehensive and clear
 - draft reports setting out research findings and analysis
- organisational skills to supervise others in the implementation process and to plan and sequence work

Required knowledge

- environmental legislation impacting on financial services
- relevant financial legislation including State and Territory legislation, charges and taxes
- forecasting techniques
- government financial policies
- heritage property issues and requirements
- corporations and consumer legislation
- methods of presenting financial data
- Native Title rights
- sources of information on financing such as:

REQUIRED SKILLS AND KNOWLEDGE

- banks
- financial advisers

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- prepare materials and personnel to effectively implement complex loan structures
- interpret and comply with industry regulations and codes of practice
- work effectively with associated financial advisers
- assess impacts of taxation, social security, economic and other government policies on client investment and financial requirements
- establish appropriate audit trails and effectively document records and data.

Context of and specific resources for assessment

Assessment must ensure:

- competency is demonstrated in the context of the financial services work environment and conditions specified in the range statement either in a relevant workplace or a closely simulated work environment
- access to and the use of a range of common office equipment, technology, software and consumables
- access to financial services product information
- access to specialist software and data.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples, in combination, are appropriate for this unit:

- evaluating an integrated activity which combines the elements of competency for the unit or a cluster of related units of competency
- verbal or written questioning on underpinning knowledge and skills
- setting and reviewing workplace projects and business simulations or scenarios
- evaluating samples of work
- accessing and validating third party reports.

Guidance information for

EVIDENCE GUIDE**assessment**

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>The complex nature of the securities</i> to be taken may include:	• implications of borrowing against leased premises • multiple securities of differing kinds • rural land • specialised securities such as hotels.
<i>Forms of security to be taken for complex transactions</i> may include:	• assignment of rental income to the lender • joint and several personal or related company guarantees • multiple mortgages • registered company charges • second mortgages • the involvement of unit or family trusts as either borrower or guarantors.
<i>Documentation</i> may include, but is not limited to:	• computer and manual applications • disclaimers • disclosures • insurance policies • prospectus • receipts • written advice.
Relevant <i>legislative requirements</i> may include:	• Australian Securities and Investments Commission (ASIC) Act, policy and guidelines • Consumer Affairs Act • Consumer Credit Code • contract law • Corporations Act • industry codes of practice • Privacy Act • State and Territory legislation • Taxation Acts • Trade Practices Act • trust law.

Unit Sector(s)

Unit sector	Finance/mortgage broking
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		