Professionalism: Conduct & Ethics

FNSSS00013
Business Ethics and Conduct Skill Set
Alternative Completion

INFORMATION KIT

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AFMA

NATIONALLY RECOGNISED TRAINING

For any queries relating to the *Information Kit* please contact:

Australian Financial Markets Association
Level 25, Angel Place
123 Pitt Street
Sydney NSW 2000
Australia

GPO Box 3655
Sydney NSW 2001

By telephone: (+61 2) 9776 7900
Via the website: www.afma.com.au

Michael Chadwick
Head of Education, Director of Markets
Email: mchadwick@afma.com.au

Jason Sheil
Learning Services Manager
Email: jsheil@afma.com.au

Premi Sivanesan
RTO Education & Accreditation Manager
Email: psivanesan@afma.com.au

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TABLE OF CONTENTS

AFMA'S ALTERNATIVE COMPLETION PATHWAYS 4
What alternatives are available? 4
OPTION 1: COURSE EXEMPTION via Credit Transfer 4
Who can apply? 4
How do you apply? 4
OPTION 2: RECOGNITION OF PRIOR LEARNING (RPL) via Assessment Only 5
Who can apply? 5
How do you apply? 5
WHAT WILL YOU GAIN? 5

AFMA'S ALTERNATIVE COMPLETION PATHWAYS

What alternatives are available?

If you have evidence of relevant industry experience or previous training, you may be eligible for an Alternative Completion pathway. This means that you may be exempted from some or all of that qualification's requirements.

The two assessment alternatives we have available are:

- Course exemption *(Credit Transfer)*
- Recognition of Prior Learning (RPL) *(Assessment only)*

Each of these is explained in this document.

OPTION 1: COURSE EXEMPTION via Credit Transfer

Because AFMA is a Registered Training Organisation (RTO), we will recognise Australian Qualifications Framework (AQF) qualifications and Statements of Attainment that have been issued by other RTOs. This is a feature of the flexibility offered by the National Training Framework, and is known as 'credit transfer. Note that credit transfer is a process applied to individual units of competency — not to entire qualifications.

Who can apply?

You are welcome to apply once you have confirmed with your in-house accreditation representative or legal/compliance officer that you meet the eligibility criteria. If you have achieved an equivalent unit of competency from another RTO, you may be eligible for this option.

For example, if you have completed a course which has the following units, you may be eligible for exemption from learning and assessments:

- FNSINC503 - Identify situations requiring complex ethical decision making
- FNSINC504 - Apply ethical frameworks and principles to make and act upon decisions

Remember that the qualification on which the request for credit transfer is based must contain statements of attainment based on competencies from the *current* relevant training package (FNS).

How do you apply?

Before supplying evidence to AFMA to be evaluated you must confirm with your in-house accreditation representation or legal/compliance officer that you are eligible to make such an application with AFMA.

To apply for exemptions based on credit transfer, you need to show an AFMA representative an original or certified (by a Justice of the Peace or Chartered Accountant) copy of the certificate you received that details the qualification (such as an academic transcript, or statements of attainment) together with the course exemption form and supporting documentation such as your resume and/or job description. Please email education@afma.com.au with your supporting documentation.

OPTION 2: RECOGNITION OF PRIOR LEARNING (RPL) via Assessment Only

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the Vocational Education and Training sector and includes work and life experience.

Assessment only means that we will recognise any relevant study undertaken in a similar field or topic and 5 years financial services industry work experience.

You will be exempted from undertaking the workshop(s)/training and will progress directly to the standard assessment tasks for the program.

Who can apply?

You are welcome to apply once you have confirmed with your in-house accreditation representative or legal/compliance officer that you meet the eligibility criteria.

To be accepted for the assessment-only pathway of the Professionalism: Conduct and Ethics course, applicants must provide evidence in their application that satisfies two main criteria:

- At least 5 years' experience in the financial services industry
- Training and professional experience to justify exemption of the learning stage of the course

For this assessment, you will be provided with online access to learning materials and relevant assessment tasks.

How do you apply?

To apply for an RPL based on assessment only option, you must submit an online application form and any supporting evidence required for the application.

This is then given an initial assessment by an authorised AFMA representative, who will confirm your eligibility to undertake the AFMA qualification's assessments within 5 working days.

If the outcome from the initial assessment is successful you will be sent a Registration Form to complete.

Upon receiving the registration form, AFMA representative will process and provide you with online access to AFMA Moodle where you will need to complete all required assessment tasks for the course. Further information on the completion requirements can be viewed here.

WHAT WILL YOU GAIN?

If you successfully complete the requirements of your course via assessment only option, you can achieve one or more of the following.

- *FNSSS00013 Business Ethics and Conduct Skill Set*, a nationally recognised workplace qualification in finance.