



Program Outline

Tier 2 Compliance Solution – RG146 Accreditation Program



Program outline

PROGRAM OVERVIEW

The Tier 2 Compliance Solution — RG146 Accreditation Program is specifically designed for corporate organisations that require employees to hold accreditation in General and/or Personal Advice in basic deposit and non-cash payment products and/or General Insurance.

In the eLearning environment, students take on the role of a customer liaison officer at a fictional general insurance and banking business. Students are presented with realistic tasks to develop their skills and knowledge of workplace practice and to prepare them for the exam at the end of each module.

LEARNING OUTCOMES

On successful completion of the Tier 2 Compliance Solution RG146 Accreditation Program, students should be able to:

- Gain an understanding of the finance industry in Australia.
- Understand the features of Tier 2 financial products, and the difference between general advice and personal advice.
- Understand the role and responsibilities of a Tier 2 adviser.
- Demonstrate their understanding of appropriate communication skills to build relationships with clients.

TOPICS

There are five (5) groups of modules available, depending on what level of advice is required (General Advice or Personal Advice), and in what knowledge areas (General Insurance or Deposit Products). All students will commence with 'Foundations of the financial services industry' modules, which are only required to be completed once. The Adviser skills module is required to be completed by all students.

Knowledge area	Level of advice	Module	Module name	No. of questions	Module sit time
Foundations of the Financial Services Industry	Foundations of the Financial Services Industry	1.1	The financial system	9	30
		1.2	The concept of advice	7	25
		1.3	Economic factors	8	20
General Insurance	General Advice General Insurance	2.1	Insurance overview	10	25
		2.2	Domestic insurance products	10	30
		2.3	Commercial insurance products	7	15
		2.4	Responsibilities and resolving disputes	6	15
	Personal Advice General Insurance	2.5	Introduction to the general insurance advice process	10	30
		2.6	The general insurance advice process	10	15
Deposit Products	General Advice Deposit Products	3.1	Banking basics	10	30
		3.2	Types of deposit products	6	20
		3.3	Non-cash facilities	8	15
		3.4	Managing customer complaints and disputes	4	13
	Personal Advice Deposit Products	3.5	Introduction to the deposit products advice process	11	20
		3.6	The deposit products advice process	10	20
Adviser Skills	Adviser Skills	A Workplace Validation Report (WVR) is to be completed by a Tier 2 accredited line manager or supervisor for each student. The report covers the application of knowledge and skills in the workplace. This is required for both General and Personal Advice. If a student does not have access to complete this in the workplace, roleplays with a Kaplan assessor will be conducted.			



UNITS OF COMPETENCY

There are seven (7) subjects available, depending on what mix of knowledge areas and levels of advice are required. Each subject contains modules, exams, and one (1) Workplace Validation Report.

To provide **General Advice in General Insurance**: Students must successfully complete Foundations of the Financial Services Industry, General Advice General Insurance, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
General Advice General Insurance	FNSASIC314	Provide Tier 2 general advice in general insurance	1.1–1.3 2.1–2.4	Exam WVR

To provide **Personal Advice in General Insurance**: Students must successfully complete Foundations of the Financial Services Industry, General Advice General Insurance, Personal Advice General Insurance, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
Personal Advice General Insurance	FNSASIC315	Provide Tier 2 personal advice in general insurance	1.1–1.3 2.1–2.6	Exam WVR

To provide **General Advice in Deposit Products**: Students must successfully complete Foundations of the Financial Services Industry, General Advice Deposit Products, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
General Advice Deposit Products	N/A	[No units of competency are issued for this subject]	1.1–1.3 3.1–3.4	Exam WVR

To provide **Personal Advice in Deposit Products**: Students must successfully complete Foundations of the Financial Services Industry, General Advice Deposit Products, Personal Advice Deposit Products, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
Personal Advice Deposit Products	N/A	[No units of competency are issued for this subject]	1.1–1.3 3.1–3.6	Exam WVR

To provide **General Advice in Deposit Products and General Insurance**: Students must successfully complete Foundations of the Financial Services Industry, General Advice Deposit Products, General Advice General Insurance, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
General Advice Deposit Products and General Insurance	FNSASIC314	Provide Tier 2 general advice in general insurance	1.1–1.3 2.1–2.4 3.1–3.4	Exam WVR

To provide **Personal Advice in Deposit Products and General Insurance**: Students must successfully complete Foundations of the Financial Services Industry, General Advice Deposit Products, Personal Advice Deposit Products, General Advice General Insurance, Personal Advice General Insurance, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
Personal Advice Deposit Products and General Insurance	FNSASIC315	Provide Tier 2 personal advice in general insurance	1.1–1.3	Exam
			2.1–2.6	WVR
			3.1–3.6	

To provide **Personal Advice in Deposit Products and General Advice in General Insurance**: Students must successfully complete Foundations of the Financial Services Industry, General Advice Deposit Products, Personal Advice Deposit Products, General Advice General Insurance, exams and the Workplace Validation Report.

Subject	Code	Title	Module	Type of Assessment
Personal Advice Deposit Products and General Advice General Insurance	FNSASIC314	Provide Tier 2 general advice in general insurance	1.1–1.3	Exam
			2.1–2.4	WVR
			3.1–3.6	

Note: The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to ‘Assessment tasks’ for further information.

No units of competency are awarded for the knowledge area deposit products.

ENTRY REQUIREMENTS

There are no educational entry requirements for this program.

Individuals who are under 18 years of age but over 16 years can enrol into this course with parental/guardian consent.

Individuals who are in Australia on a student visa are unable to enrol in this program. If you are in Australia on a visa and wish to enrol, you need to check that you are enrolling in accordance with the study conditions of your visa.

PROGRAM DURATION

Students have a total of:

- 90 days (13 weeks) to complete the learning and assessment requirements for the Tier 2 Compliance Solution- RG146 Accreditation Program, from their initial activation date.

The **amount of training** for this program may be five (5)–seven (7) hours per week, depending on the subject selected. The amount of training is the hours an individual can expect to spend engaged in structured learning or trainer (tutor)-led activities.

The **assessment** hours for this subject may be five (5)–eight (8) hours per week on assessments. These are the hours a student can expect engaging in assessment activities.

In addition to the amount of **training and assessment** hours, individuals who are new to industry or vocational training could need three (3)–five (5) hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, an individual not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training.

Individuals working in the industry may be able to complete this subject requirements in a shorter timeframe or less hours per week.

Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule: <www.kaplanprofessional.edu.au/faqs/financial-services-fees>.

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions: <www.kaplanprofessional.edu.au/terms-and-conditions> or our Student Handbook: <www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook> for important information on:

- subject activation and completion timeframes
- extensions
- subject re-enrolment.

DELIVERY MODE

This program is delivered online and does **not** include hard copy notes.

Kaplan's online learning portal, KapLearn, enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere, at any time, using a computer or mobile device that has internet access.

KapLearn is the access point for supplementary learning material, practice activities and assessments.



ASSESSMENT TASKS

The assessment tasks for this program are listed below. Units of competency, for general insurance are co-assessed by module within the Level of Advice, as follows. The units of competency, where applicable, are co-assessed, as listed earlier in 'Units of competency'. The knowledge area, deposit products, does not have units of competency and individuals will receive a Statement of Completion outlining how the program meets ASIC requirements.

Topic	Module	Assessment	Assessment Detail
Foundations of the Financial Services Industry	1.1–1.3	1 Exam	Type of exam: open book, multiple choice exam. Exam questions are randomised per person per sitting. Score required to pass this module: 100% Time limit: Unlimited Number of exam attempts allowed: Unlimited
General Advice General Insurance	2.1–2.4	1 Exam	Type of exam: open book, multiple choice exam. Exam questions are randomised per person per sitting. Score required to pass this module: 100% Time limit: Unlimited Number of exam attempts allowed: Unlimited
Personal Advice General Insurance	2.5–2.6	1 Exam	Type of exam: open book, multiple choice exam. Exam questions are randomised per person per sitting. Score required to pass this module: 100% Time limit: Unlimited Number of exam attempts allowed: Unlimited
General Advice Deposit Products	3.1–3.4	1 Exam	Type of exam: open book, multiple choice exam. Exam questions are randomised per person per sitting. Score required to pass this module: 100% Time limit: Unlimited Number of exam attempts allowed: Unlimited
Personal Advice Deposit Products	3.5–3.6	1 Exam	Type of exam: open book, multiple choice exam. Exam questions are randomised per person per sitting. Score required to pass this module: 100% Time limit: Unlimited Number of exam attempts allowed: Unlimited
Adviser Skills		1 WVR	<p>The Workplace Validation Report is the final assessment item. It is to be completed by the Tier 2 accredited line manager or supervisor for each student. The report covers the application of knowledge and skills in the workplace. This is required for both General and Personal Advice. Each Workplace Validation Report completed by a line manager or supervisor is reviewed and marked for final competency by a Kaplan assessor.</p> <p>For the knowledge area of Deposit Products, adviser skills must be demonstrated on at least one (1) occasion. For the knowledge area of General Insurance, adviser skills must be demonstrated on at least two (2) occasions.</p> <p>This means that each student that is enrolled in Deposit Products (only) will complete one (1) client interaction. Each student enrolled in General Insurance (only) will complete two (2) client interactions with different clients and products. Each student enrolled in Deposit Products <i>and</i> General Insurance will complete three (3) client interactions with different clients and products.</p> <p>If a student does not have access to complete these interactions in the workplace, roleplays with a Kaplan assessor will be conducted.</p>



Students will receive personal reminder emails as they approach their assessment deadlines.

Students who complete the program will receive a Statement of Completion as evidence of compliance with ASIC requirements for all knowledge areas and for general insurance a Statement of Attainment as evidence of the units of competency issued.

RECOGNITION OF PRIOR LEARNING

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials. To find out if you are eligible for RPL, refer to our Credit Transfer and RPL page: <www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service>.

FEES

An updated schedule of fees is available at the Kaplan Professional website:
<<https://www.kaplanprofessional.edu.au/faqs/financial-services-fees>>.

STUDENT POLICIES

Students who enrol in a Kaplan subject are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan website: <<https://www.kaplanprofessional.edu.au/vocational-education-student-policies-and-forms>>. The policies also assist students when their study program does not go as planned and they need extra support.