FNSSS00013

Business Ethics and Conduct Skill Set

Nationally Recognised Training

FNSSS00013 - Business Ethics and Conduct Skill Set

This skill set addresses the skills and knowledge required to apply ethical frameworks and principles in order to make and act on decisions for a range of purposes required in a workplace context.

The units of competency in this skill set provide credit towards a range of FNS Financial Services qualifications and other qualifications that allow for the selection of these units.

Work functions in the occupational areas where this skill set may be used are subject to regulatory requirements. Users are advised to check with the relevant regulatory authorities to confirm those requirements.

All registered agents are required to comply with the provisions of the Code that are contained in section 30-10 of the Tax Agent Services Act 2009 (TASA). Business ethics and conduct are an integral compliance obligation under the Code and we believe this Skill Set is essential education for professionals in the financial services industry to aid their understanding of current ethical problems and principles and how to apply best practice to such situations.

The Skill Set is an excellent CPE opportunity for registered practitioners providing professional services. CPE, we are sure, complies with the Tax Practitioners Board CPE policy!

On successful completion of this course, you will gain a nationally recognised Statement of Attainment and earn 12 CPE hours.

Program Details

Qualification: Statement of Attainment
Nationally recognised: Yes
Delivery mode: Online
Program duration: 3 Months
Start anytime: Yes
Self-paced: Yes
Fee: $950.00
Payment plan: No
RPL Options: Yes
CPE hours: 12

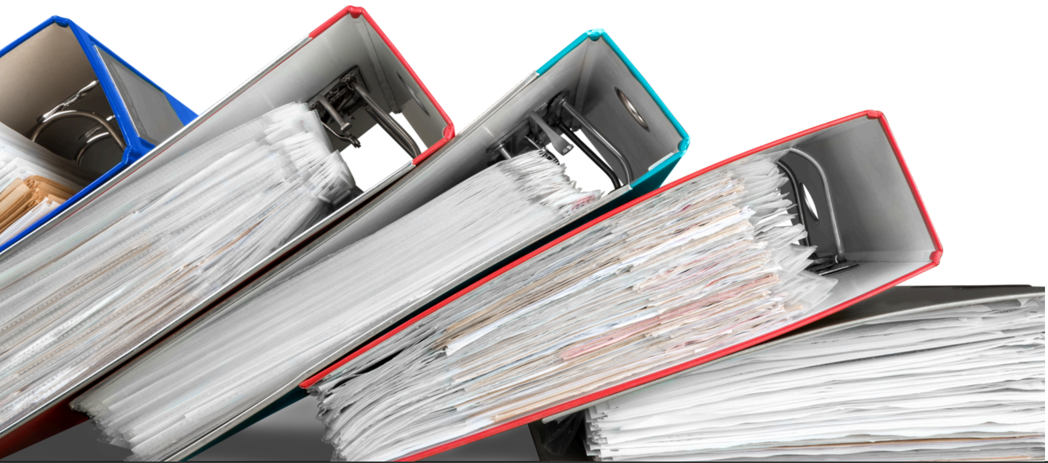
Assessment

- Assessments to test your theoretical knowledge
- Practical tasks to test skills and knowledge
- No formal examination
- Dedicated trainer/assessor to support you.

CPE Opportunities

- BAS Agent
- Tax Agent
- Financial Planner
- NDIS Plan Manager.

Contact us for more information
E: hello@mycpe.com.au



Unit Descriptions

The Skill Set includes a total number of 2 units of competency.

CORE UNITS

FNSINC513 Identify and apply complex ethical decision making to workplace situations

- Identify ethical principles and their impact on decision-making
- Apply ethical frameworks in one's own role
- Identify and apply protections, policies and procedures that apply to ethical decision making

FNSINC514 Apply ethical frameworks and principles to make and act upon decisions

- Frame the ethical question applicable to the situation
- Determine ethical response to situation
- Develop implementation plan and carry out ethical response to situation
- Evaluate outcomes of ethical response

Licensing/Regulatory Information

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Users are advised to check with the relevant regulatory authorities to confirm those requirements.

An ideal program for current and future practitioners, as individuals working in the financial service industry, are obligated to comply with the highest ethical standards, relevant legal principles and codes of professional conduct.

Study with My CPE

My CPE offers every student an individualised learning plan. What this means for you is that all elective choices can be tailored to suit your specific requirements, interests and outcomes. It is, after all, your education!

Our online education programs provide flexibility to study in your own time, at your own pace, and in your own environment... anywhere, anytime. Basically, you are in control of your own learning outcomes.

The program is delivered online over a 3-month period. You can, of course, complete the program quicker.

You do need to take an active part in managing your learning outcomes. Be assured that your trainer will be available to provide support and guidance where necessary. The experienced and dedicated team at My CPE is keen to see you succeed.

Entry Requirements

- Good language, literacy, numeracy and digital skills
- 18 years old or over
- Completion of Certificate III in Accounts Administration or a similar qualification is an advantage.

Support

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- Pre-enrolment information
- How to enrol in a course
- Payment options
- Terms and conditions
- Course curriculum
- Credit Transfer and the RPL process
- Assessment processes
- Student support and wellbeing
- Extensions and applicable fees
- Administration queries.

Recognition of Prior Learning (RPL) / Credit Transfer

- Recognition of Prior Learning (RPL) and Credit Transfer options are available to eligible applicants. Individuals are encouraged to contact My CPE to discuss their personal learning pathway and determine their eligibility for Credit Transfer or RPL
- RPL is the process of recognising the experience and skills that a person has acquired throughout their career. The principles of RPL will be applied at all stages of your program. If existing competence is evident, it will be recognised and applied to expedite the completion of your program
- You will be provided with an opportunity to request RPL during your interview with your Assessor; however, RPL can be requested at any stage.

Resource Requirements

- Internet and a range of business technologies
- Appropriate documentation and resources normally used in the workplace
- No textbooks required.

Duration

- You have 3 months to complete the program
- Recommended study hours per week: 5
- We may grant an extension in certain circumstances - additional program fees may apply.

Pathways from the Qualification

- A further learning pathway utilising qualifications such as Diploma of Accounting, Advanced Diploma of Accounting, or the Diploma of Payroll Services would support career progression.

Other Qualifications of interest

- FNS50222 - Diploma of Accounting
- FNS40222 - Diploma of Payroll Services
- BSB50420 - Diploma of Leadership and Management.

Skill Sets of interest

- FNSSS00004 - BAS Agent Registration Skill Set
- FNSSS00012 - Payroll Administrator Skill Set
- FNSSS00014 - Accounting Principles Skill Set.

National recognition

- The competencies in this program have been drawn from the nationally endorsed industry training package, the Financial Services Training Package (FNS)
- A Statement of Attainment will be issued upon successful completion of the training and assessment.
- These units of competency are nationally recognised and provide individuals with valuable skills and knowledge that can be applied throughout Australia and the wider financial services industry
- My CPE Pty Ltd will issue a Statement of Attainment within 30 days of the final assessment being completed.

Learn more
https://training.gov.au/Training/Details/FNSSS00013

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, and case studies. The following provides a brief explanation of the assessment methods that are to be applied:

- **Theory Assessment.** The student must undertake a written knowledge assessment over the course of his or her study. These assessments will be provided to the student by the assessor at an arranged time. The student may research their answers from the course training materials and notes as well as relevant workplace references
- **Written Report / Case Study / Portfolio.** The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor
- **Project Work.** The student is required to undertake a range of projects in the context of his or her own workplace or on a case study that is provided by the assessor. A project will require the creation of various workplace documents (reports, memos, etc.). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project
- **Demonstration / Role-Play.** The student may be required to demonstrate a range of skills whilst being observed by or interacting with the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during a practical activity

- **Note:** This skill set meets the CPE requirements of the Tax Practitioner Board (TPB).

Details of CPE requirements can be accessed on the TPB website at http://www.tpb.gov.au.

Who is Responsible for Your Training?

- My CPE Pty Ltd is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates
- Registered Training Organisation – (RTO) Provider No: 45717.

Student Information

- Detailed student information is available within our Learner Handbook, which is supplied with the enrolment package
- This booklet contains important information about our student's rights and obligations, such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision
- It is important that persons applying for enrolment have had an opportunity to review this information first
- Please contact us, and we can send this information to you straight away
- Our team is on hand to support you throughout the duration of your enrolment. We encourage communication between our students and our team, so please reach out for guidance if you have any queries.

Fees

- This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule, which also includes details of refund rights and obligations
- Please note we do not accept more than $1,500.00 upfront from individual learners
- Interest-free payment plans are available
- Contact us and get the ball rolling!

The Enrolment Process

- **Step 1:** Contact My CPE to discuss your needs
- **Step 2:** Complete the Expression of Enrolment form online at www.mycpe.com.au/enrol/
- **Step 3:** You will be contacted to discuss your potential enrolment, suitability for the training program, and career plan
- **Step 4:** A Language Literacy, Numeracy and Digital Skills Assessment may be conducted
- **Step 5:** Upon confirmation of enrolment and payment or agreed payment plan, you will be able to commence your program
- **Step 6:** Access to your program will be granted.

Contact Us

T: 1300 069 273
E: hello@mycpe.com.au
A: Suite 99, Level 18
324 Queen St, Brisbane QLD 4000
W: www.mycpe.com.au

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and also under State and Territory consumer protection laws.

These protections include areas such as unfair contract terms, a consumer guarantee to a statutory cooling-off period, and protection from unscrupulous sales practices.

You can find out more information about your rights as a consumer from the Australian Consumer Law website, which includes a range of helpful guides relating to specific areas of protection.

Please visit the following site for more information about Australian Consumer Law: www.consumer.gov.au.

Statutory cooling-off period

The Standards for Registered Training Organisations require a person to be informed of their right to a statutory cooling-off period if one is applicable. A statutory cooling-off period is defined within the Australian Consumer Law introduced in 2011.

A statutory cooling-off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement where that agreement was established through unsolicited marketing or sales tactics. These include tactics such as door-to-door sales and telemarketing. A statutory cooling-off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

My CPE do not engage in unsolicited marketing or sales tactics, and therefore, a statutory cooling-off period is not applicable to our learners who have enrolled in a program through contacting us.

For refund options in other circumstances, learners and staff must refer to the refund policy.

QUALITY

ASSESSORS

PRACTICAL FOCUS

AWARD

CONVENIENCE

SUPPORT

SUPPORT

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- Payment plans and options
- Terms and conditions
- Program curriculum
- Credit transfers
- RPL process
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My CPE RTO Code: 45717