APPLICATION FOR RPL FOR FNSICADV502B PROVIDE APPROPRIATE AND TIMELY INFORMATION AND ADVICE TO CLIENTS

YOUR DETAILS

STUDENT NAME:	
ENROLMENT NUMBER (ACCOUNT ID)	

Complete the following table and attach the evidence.

ELEMENTS OF COMPETENCY

ELEMENT	PERFORMANCE CRITERIA	EVIDENCE OF COMPETENCY	EVIDENCE SUFFICIENT *(Office use only)*
1. ANALYSE CLIENT EXPECTATIONS, REQUIREMENTS AND INVESTMENT STRATEGIES	1.1 Client's expectations and needs are determined in accordance with client requirements, company policies and guidelines, and with relevant legislation or industry codes of practice		
	1.2 Appropriate strategies to meet ***client's*** needs and requirements are determined promptly and accurately		
	1.3 Research is carried out and relevant research data is utilised where appropriate		
	1.4 Specialist advice and assistance, where required, is sought and obtained promptly		
	1.5 Cost benefit analysis is carried out on the various strategies determined and is documented where appropriate		
2. DEVELOP A RESPONSE CONSISTENT WITH CLIENT INVESTMENT STRATEGIES AND AGREED TERMS OF BUSINESS	2.1 A range of ***investment options*** relevant to client requirements and investment strategies is selected		
	2.2 Features of the options, including potential		

	impacts are explained in a clear, unambiguous way to clients		
	2.3 Relevant ***disclosures*** as required by legislation, industry codes of practice or company policies and guidelines are made to clients		
	2.1 Confirmation is sought from clients that they understand the selected options, potential impacts and disclosures		
	2.2 Requirements to put the suggested options into effect are explained and agreement to proceed is obtained from clients		
	2.3 ***Documentation***, including suggested options, agreed investment strategies and confirmation of agreement is prepared promptly and accurately		
	2.4 ***Client records*** are updated and filed promptly		
3. PROVIDE ONGOING FINANCIAL ADVICE AND REVIEW OF CLIENT PORTFOLIO WHERE REQUESTED AND WITHIN AGREED TERMS OF BUSINESS	3.1 Ongoing rapport is maintained with clients		
	3.2 Client satisfaction and feedback is sought		

	regarding service performance, portfolio performance and recommended investment strategies		
4. MARKET SERVICES AND INVESTMENT OPPORTUNITIES TO CLIENT	4.1 Potential investment opportunities and/or provision of ***additional/ongoing services*** are identified from a review of client records and feedback and external financial markets		
	4.2 ***Strategies to inform existing clients*** of additional/ongoing services and potential investment opportunities are identified and implemented		
	4.3 Client feedback on advertising/marketing strategies is sought to monitor the effectiveness of those strategies		