

Diploma of Financial Services Traineeship Programs

This is a distance education program available to new and existing employees. It is ideal for companies wanting to utilise government funding and develop their employees by completing a nationally recognised accredited qualification.

Employees who have already begun an Institute qualification but have not yet completed it may also be eligible for the program.

Program Features

- The government funding subsidy received by the employer is often more than the fees paid to the Institute.
- The nominal program durations vary from state to state. There is ability to fast track as the business requires and typically it is undertaken within 12 to 24 months
- An individualised Training Plan is developed for each trainee by the Institute in conjunction with the employer
- Completion of any specialist Tier 1 RG146 compliance upon successful completion of the appropriate program modules
- Presentation of a Diploma qualification upon successful program completion.

Benefits to the employer

- The Institute's Traineeship Program provides skilled, versatile and productive workers
- The program's flexible delivery can satisfy your company's professional development programs.
- The program forms part of a cost-effective and long term staff retention strategy
- The program includes specialist Tier 1 RG146 compliance upon successful completion of the appropriate program modules

Benefits to the employee

- Professional development provided by Australia's leading provider of insurance education
- Provision of the Diploma of Financial Services
- Peer recognition and eligibility to apply for Senior Associate CIP membership of the Institute

Delivery Method and Student Support

Each module in the Diploma in Financial Services is undertaken through self paced study. Delivery of study materials is delivered by post as well as being available online for immediate and easy access.

Each module is undertaken within a study timeframe of 12 weeks. Assessment is via submission of one assignment and a two hour examination for each of the modules.

Further student support is provided by the Institute via:

- Pre-enrolment contact to structure an individual study plan
- Provision of a student newsletter tailored to the individuals' study program
- Access to online discussion forums which are facilitated by subject matter experts
- Telephone contact during each module to support the student's progress and understanding of the learning materials
- Further contact prior to the assignment submission date and the examination date for each module
- Access to online practice examinations
- Trainees are eligible for Recognition of Prior Learning (RPL) credits for modules based on previous formal studies or relevant professional experience, at no extra fee. Please see www.theinstitute.com.au/rpl for more information.

Program Fees and Funding

- Employers can receive pre-approval of the funding with no obligation and for no charge with a pre-program employee eligibility check. This can be provided by a preferred Australian Apprenticeship Centre (AAC), or the Institute can provide contact details.
- This is subject to pre-existing conditions such as previous funding, students completing any prior prerequisite qualifications, and full completion within Nominal Program Duration.
- The government funding available to the employer is up to \$4,000 per trainee. This acts to fully offset the Institute's program fees to the same amount. Here's how it works:
 - The employer receives \$1,500 from the government upon commencing the traineeship, and receives another \$2,500 on successful completion.
 - The employer pays \$1,500 to the Institute upon commencing of the traineeship, and pays the remainder of the fee at the time of the final module enrolment.

Competencies and content provided in each qualification

Specific information on each module and qualification can be found on our website here <http://www.theinstitute.com.au/Education/Professional-Qualifications.aspx>

States providing Financial Services Diploma Programs (as at May 2011)

Diploma Program	Modules	Fee	VIC	SA	QLD	TAS	NSW	WA	NT	ACT
Broking	5	\$4,000	Y	Y	Y	Y				
General Insurance	4	\$4,000		Y		Y				
Risk Management	4	\$4,000		Y						
Financial Planning	5	\$2,590	Y	Y						
Life Insurance	2	\$2,590		Y						
Loss Adjusting	8	\$6,000		Y	Y	Y				

Studying with the Institute

Delivery and assessment

Distance learning

Distance learning provides students with the flexibility to study where they choose, during a study period that best suits them. There are six study periods offered throughout the year allowing students to plan their study around peak work periods. A complete set of learning materials is provided for each module. These relate to students' workplace knowledge and experience and include case studies, self-help questions, activities and assessment guides.

Assessment

Each module is assessed through completion of an assignment comprising a case study and an online examination containing multiple choice, short answer and case study questions.

To successfully complete an Institute module you are required to:

- both submit an assignment and sit an exam
- achieve a pass mark of at least 50% in both the assignment and exam.

Recognition of Prior Learning (RPL)

Through the Recognition of Prior Learning program the Institute grants credit for relevant course modules or a qualification where relevant skills and knowledge can be verified and assessed.

Recognition is granted based on previous study or recognition of professional experience.

For more information visit www.theinstitute.com.au/rpl

Study support

Our comprehensive and supportive raft of support services is often highlighted by the industry as what distinguishes studying at the Institute from any other learning environment. The Institute offers the following support to assist you while you are studying:

Student Support staff

To ensure that you get the most out of your learning experience, the Institute's dedicated Student Support team is available to provide you with guidance and assistance while you work towards your qualification. Student Support provide assistance ranging from explaining assignment and exam requirements, making the most of online study and mentoring, to advising on credit transfers and educational pathways.

Subject Matter Experts

The Institute's Subject Matter Experts are available to assist students throughout their study. Contacted via email through Student Support (studentsupport@theinstitute.com.au), they hold a wealth of financial services knowledge and respond to requests for assistance within one to two business days.

The latest learning resources

All Institute modules have comprehensive printed learning resources that provide substantial technical detail, with self-help questions and answers. The Institute's Subject Matter Experts are drawn from the 'who's who' of financial services, and it shows in the quality of the materials. Many modules have online learning materials to use in addition to the printed materials, providing an opportunity for peer learning.

Online support and references

The Institute provides a range of online materials and services designed to support and assist you to learn effectively and apply your knowledge and skills in the workplace. This includes online discussion forums, which you can use to submit enquiries regarding your studies and be answered by an industry expert. Through the "My Institute" online website portal you are also able to access a custom series of guidelines for writing assignments and preparing for exams and a glossary of financial services terminology.

Education Support Program

The Institute's Education Support Program provides access to experienced and qualified insurance professionals in a one-on-one mentoring situation to support your study. Mentors are experts in their field and are ready and able to provide assistance and guidance with your studies.

Student newsletters

Institute Student newsletters provide the latest information on module and assessment requirements, learning and study tips and forthcoming workshops and conferences.

Further information

For more information on studying with the Institute visit www.theinstitute.com.au/study.