



Available Courses 2008

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AAMC Course List (as at 1 October 2008)

Courses	Face-to-face	Online	Correspondence
Business			
Certificate III in Business	✓		✓
Certificate III in Retail	✓		✓
Finance/Mortgage Broker			
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804	✓	✓	✓
Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804 (<i>WA module to satisfy DOCEP licencing requirements</i>)		✓	
Commercial Loan Application Process	✓	✓	✓
Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504	✓	✓	✓
Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504 Upgrade from Certificate IV in Financial Services (Finance/Mortgage Broking) FNS40804	✓	✓	✓
RPL Cert IV in Financial Services (Finance/Mortgage Broking) FNS40804		✓	
RPL Diploma of Financial Services (Finance/Mortgage Broking Management) FNS50504		✓	
Equipment Finance Induction Course	✓	✓	✓
Mortgage Induction for Back Office Team	✓	✓	✓
Finance/Mortgage Broker CPD			
Finance Brokers (Full Compliance Course)		✓	
Finance Brokers (Abridged Compliance)		✓	
Finance Brokers Managing Risk for Finance/Mortgage Industries	✓	✓	✓
Finance/Mortgage Broking Business Course - AFG	✓	✓	✓
Finance/Mortgage Broking Financial Statements Analysis Course - AFG	✓	✓	✓
WA Finance Brokers Relevant Supplementary Course	✓	✓	
Finance Brokers Plant, Equipment & Motor Vehicle Finance Induction	✓	✓	✓
Finance Brokers Privacy Principles		✓	
Marketing Strategy and Development and Implement Operational Plan	✓	✓	✓
Understanding the Financials of Corporate Structures	✓	✓	✓
Finance Brokers Understanding the Financials of Corporate Structures			
Equipment and Vehicle Finance	✓	✓	✓
Finance Brokers Uniform Consumer Credit Code		✓	
Financial Planning			
Diploma of Financial Services (Financial Planning) FNS50804	✓	✓	✓
RPL Diploma of Financial Services (Financial Planning) FNS50804	✓	✓	✓
RPL Advanced Diploma of Financial Services (Financial Planning) FNS60404	✓	✓	✓
Advice in Derivatives and Securities	✓	✓	✓
Advice in Insurance Broking	✓	✓	✓
Advice in Life Insurance	✓	✓	✓
Advice in Superannuation and Managed Investments	✓	✓	✓

Courses	Face-to-face	Online	Correspondence
Real Estate			
Certificate IV in Property	✓		✓
Diploma of Property	✓		✓
Real Estate CPD			
Getting Listings		✓	
Manage Agency Risk		✓	
Manage Agency Risk for Business Brokers	✓		✓
Marketing Properties		✓	
Monitoring Property Sales		✓	
Property Appraisals		✓	
Prospecting for Clients		✓	
Selling Residential Properties		✓	
Sales & Marketing			
The Knowledge and Ideas Warehouse for Sales, Marketing and Communications	✓	✓	
Interviewing for Success	✓		
Perceptive Interviewing	✓		
Perceptive Business Interviewing	✓		
Powering Up Your Sales, Productivity and Profitability	✓	✓	✓
Sales - How to be better at getting the appointment, meeting and greeting, and building rapport	✓	✓	✓
Sales - How to be better at finding customers regularly and reliably	✓	✓	✓
Sales - How to be better at questioning, fact finding and pre-emptive closing skills	✓	✓	✓
Sales - How to be better at meeting resistance and handling objections	✓	✓	✓
Sales - How to be better at closing with class	✓	✓	✓
Sales Focused Compliance Forms (set)	✓		
Settlement/Conveyancing			
Advanced Diploma Financial Services (Conveyancing) FNS60304	✓		✓
Diploma of Financial Services (Conveyancing) FNS50604	✓		✓
Develop and Nurture Relationships in Settlements	✓		
Develop an Operational Plan	✓		
Implement an Operational Plan	✓		
Finalise Settlement Transactions	✓		
Manage Own Professional Development	✓		
Managing Risk in Settlement Industry	✓		
Negotiate to Achieve Goals and Manage Disputes	✓		
Obtain & Analyse Information for the Transaction	✓		
Prepare & Execute Settlement Documentation	✓		
Take Instructions for Settlement	✓		
Trust Accounting for Settlement Agents	✓		
Manage Infrastructure for Settlement Agency	✓		
License Course – Settlement Agents (7 units)	✓		
License Course NEW – Settlement Agents	✓		

Courses	Face-to-face	Online	Correspondence
Settlement/Conveyancing CPD			
Law of Contracts		✓	
Legislative Changes		✓	
Joint Form of General Conditions		✓	
Conflict of Interests		✓	
Solutions:			
Professional Finance Broker - CPF	✓		
My eProfile - Online Identity		✓	
Law Central Affiliate Club		✓	
Recruitment of Team Members		✓	
Mentoring	✓	✓	✓
Consulting	✓	✓	✓
Traineeship Services	✓	✓	✓
Training & Assessment			
Certificate IV in Training and Assessment (TAA) TAA40104	✓	✓	✓
Certificate IV in Training and Assessment (TAA) Upgrade Program TAA40104	✓	✓	✓
Deliver Training	✓	✓	✓
Deliver Training to Groups	✓	✓	✓
Deliver Training to Individuals at Work	✓	✓	✓
Develop and Conduct Assessment	✓	✓	✓
Develop Learning Resources	✓	✓	✓
Develop Learning and Assessment Resources	✓	✓	✓
Facilitate Workplace Learning Programs	✓	✓	✓
Introduction to VET	✓	✓	✓
RTO Assessor	✓	✓	✓
Validation of Assessment	✓	✓	✓
Workplace Assessor	✓	✓	✓