



# National Institute of Financial Studies

*"Promoting Educational Excellence"*

## **Information Handbook**

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## Welcome

This Information Handbook is designed to answer frequently asked questions about the training, procedures and policies of the National Institute of Financial Studies (NIFS). To ensure that your learning experience is both rewarding and enjoyable, carefully read through this handbook. The National Institute of Financial Studies would like to wish you the best for your personal and professional development.

For more information:

- visit our website at <http://www.nifs.net.au>
- contact the National Institute of Financial Studies

## About the National Institute of Financial Studies

The Education and Development Team at the National Institute of Financial Studies is regularly in contact with industry experts to ensure the training is up-to-date and relevant. Qualified presenters and assessors supervise and develop all material and presentations.

The National Institute of Financial Studies is committed to an ethical code of practice. The National Institute of Financial Studies operates within the national principles, standards and protocols of the Australian Quality Training Framework.

**Location:** The National Institute of Financial Studies is located on Level 1, 2022 – 2033 Sandgate Road (Corner Sandgate Road and Vauxhall Street), Virginia 4014.

**Parking:** Parking is available at the rear of the building. The entrance to the car park is on Vauxhall Road.

**Office Hours:** Monday to Friday 8:30am – 5:00pm

**Website:** <http://www.nifs.net.au>

**Contact:** Phone (07) 3216 2821  
Fax (07) 3216 5821  
Email [info@nifs.net.au](mailto:info@nifs.net.au)

## Competency Based Training

Competency based training (CBT) focuses on specific outcomes. The emphasis of CBT is on what the individual does as a result of training. The specific outcomes are linked to skill and performance levels, otherwise known as competency standards. This system centres on delivery, assessment and application of training in the workplace. There are a number of training approaches, CBT is one of them. The most important characteristic of CBT is training individuals for jobs in the workplace (Tovey 1997; Australian School of Commerce and Management 2001).

The term competence refers to an individual's ability to perform job tasks to a standard required in employment. To be assessed as competent, the skills of an individual must be measured against a standard level of performance.

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Competency standards are developed by a number of stakeholders including employers, unions, associations, industry and other government interested parties (Tovey 1997).

The concept of competency has three main areas:

1. Competency standards are independent standards that are constructed in association with the relevant industry body. The standards are endorsed by the Standards and Curriculum Council (Tovey 1997). The Standards and Curriculum Council is often abbreviated to SCC.
2. The second key aspect of competency centres on the fact that competency standards must be demonstrated not just known. The individual must be able to demonstrate that the skill is adding value to the organisation.
3. Unlike the standards used by the Secondary School Sector, the competency standards used in the Vocation Education Sector are not intended for grading. Competency standards only allow trainers and assessors to measure a satisfactory level of performance.

Competency based training places specific emphasis on:

- The components of jobs
- What you need to know to do a job
- The standard of performance required to do the job
- Assessment: how, when and by whom

There eight characteristics of CBT training are:

1. Focus on specific, useable skills
2. Recognition of prior learning
3. Multiple entry and exit points
4. Modular Training
5. Criterion referenced
6. Personalised
7. Immediate application
8. Flexible delivery

## **VET Requirements and Policies**

The National Institute of Financial Studies is a Registered Training Organisation (RTO) and is required to comply with the standards of the Australian Quality Training Framework (AQTF). The AQTF is a comprehensive policy that defines the standards for vocational training organisations in Australia. The Australian Qualifications Framework (AQF) and AQTF define the principles, standards protocols and guidelines that apply to the articulation and issuance of qualifications. As a Registered Training Organisation, the National Institute of Financial Studies agrees to comply with the requirements of the AQTF, AQF and related legislation.

## Course Information

The National Institute of Financial Studies offers both accredited and non-accredited training.

<p><b>Course in Trading and Technical Analysis (accredited)</b></p>	<p>This course is suitable for people who want to learn how to invest in the share market. This two-day workshop will expose you to a range of powerful technical analysis tools. Experienced traders will show you how these tools can be used to “time the market”.</p> <p>This workshop will help you:</p> <ul style="list-style-type: none"> <li>• understand the tools available to the trader</li> <li>• identify how to identify companies that show potential</li> <li>• set clear and concise buy, stop-loss and sell orders</li> <li>• use money management rules to protect your capital</li> <li>• develop the confidence to trade the financial markets with a trading plan</li> </ul> <p>Price: \$795 (inc. GST)</p>
<p><b>Strategies for Financial Advancement (non-accredited)</b></p>	<p>This two-day workshop is designed to teach people asset acquisition, investment and capital appreciation. The practical strategies that are taught at this workshop will show that:</p> <ul style="list-style-type: none"> <li>• Someone starting with nothing can achieve something of expanding value</li> <li>• Someone starting with something can experience improved growth</li> </ul> <p>At this workshop, you will be shown how to read the economic clock and how to apply this tool to your investment strategy.</p> <p>Price: \$795 (inc. GST)</p>
<p><b>Understanding Share Market and Real Estate Investment (non-accredited)</b></p>	<p>This two-day workshop is designed to teach people advanced share trading and real estate investment techniques. The contents of the workshop will help you build a successful investment strategy and/or expand your existing investment strategy. At this workshop, you will be shown how to synchronise your investment strategy with the share market and real estate investment cycle.</p> <p>Price: \$795 (inc. GST)</p>
<p><b>Five-Day Intensive Workshop (non-accredited)</b></p>	<p>This course is an advanced five-day workshop aimed at individuals interested in trading the Futures, Shares, Options &amp; Currency financial markets throughout the world.</p> <p>Participants will see how a range of technical analysis tools are used to create trading profits. The speakers assembled for this workshop are recognised leaders in their respective fields of technical analysis.</p>

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	<p>Pre-workshop materials are also sent to participants to ensure they are fully prepared to gain the most from this popular workshop.</p> <p>Price: \$13,200 (inc. GST)</p>
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## Effective Study Techniques

Effective study techniques are an important part of the learning process. You will need to develop study habits that will help you apply what you learn. If you need help with your study techniques feel free to contact the National Institute of Financial Studies.

Here are a few tips to help you study more effectively.

### 1. Plan Your Study Timetable

Prepare a study timetable.

### 2. Study at Regular Intervals

Set realistic goals.

### 3. Read

Read through the material and gain an understanding of the key ideas.

### 4. Write

Complete all written activities and list the key ideas in point form.

### 5. Recall

Test your memory. Try to recall the key ideas covered in each section.

### 6. Revise

Revise your notes of the key ideas.

## Code of Practice Statement

As a Registered Training Organisation, the National Institute of Financial Studies (NIFS) is committed to integrating Access and Equity principles within all of the services that are provided to students/clients.

All employees of the National Institute of Financial Studies recognise the rights and students/clients and provide information, advice and support that is consistent with the NIFS' Core Business Values and the Code of Practice.

All student/clients of the National Institute of Financial Studies must be treated in a fair and considerate manner. If you feel that NIFS is not adhering to its Code of Practice you are encouraged to report the breach to the Managing Director or complete a Complaints and Grievance Form.

Regardless of cultural background, gender, sexuality, disability or age you have the right to study in an environment that is free from discrimination and harassment.

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## Privacy Statement

The National Institute of Financial Studies has a documented privacy policy designed to protect the privacy of students and employees.

1. Student and employee information is requested as part of the registration/enrolment/induction process. This information is required for administrative and operational purposes.
2. The National Institute of Financial Studies will not disclose personal information to a third party without written consent.
3. The National Institute of Financial Studies implements adequate and reasonable internal and external security measures to protect personal information.
4. All National Institute of Financial Studies employees follow the guidelines of this policy.

If you have any questions relating to the privacy policy of the National Institute of Financial Studies please contact the Administration Office on (07) 3216 2821.

## Selection, Enrolment and Orientation/Induction Procedure

The National Institute of Financial Studies ensures that student/client selection decisions comply with equal opportunity legislation.

Trainers and assessors are required to be flexible and innovative with the delivery of learning materials and assessment techniques to ensure the learning requirements of the student/client can be addressed.

Prior to the commencement of a course/workshop a telephone interview is conducted to determine the individual learning needs of the client/student.

Any person enquiring about training will be given an overview that covers: content description, structure, entry requirements, assessment, delivery details, recognition of prior learning, duration and cost.

Prior to enrolment all students/clients are required to submit a signed acknowledgement that outlines and states that they have received all relevant information.

Upon confirmation of enrolment, students/clients are provided with a tax invoice, ticket and details of the course program. If applicable, students/clients are supplied with recognition of prior learning application form.

## Fees, Charges and Refund Policy

1. Fees must be paid prior to the commencement of a course unless otherwise stated in the terms of a documented payment plan. Payment can be made by; cash, cheque, credit card or direct debit. Tax invoices will be sent by mail or email when payment is authorised and cleared.
2. If in the event the National Institute of Financial Studies cancels a course or seminar, clients/students are entitled to (a) transfer funds to a future course/seminar/workshop or (b) a full refund.
3. A non-refundable deposit (20% of attendance fee) is required for all *Five-Day Intensive Workshop* bookings unless otherwise stated in the terms of a documented payment plan. A deposit is required at least two (2) weeks before the commencement of the event.

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4. Incomplete courses or modules may be eligible for a partial refund. Participants may have the option of finalising incomplete studies at a future date. The initial payment may be used as credit providing it is used within a six-month (6) period. Please note that the cost of course materials and intellectual property is non-refundable.
  5. Easy Pay Option Conditions are as per the National Institute of Financial Studies Direct Debit Customer Service Agreement. Terms and Conditions for the provision of credit are as per the National Institute of Financial Credit Terms and Conditions which is available from the website.
  6. Refunds requested before the receipt of materials or delivery of intellectual property will incur a standard administration fee of \$50 (inc. GST), excluding non-refundable *Five-Day Intensive Workshop* deposits.
  7. All money received is placed in a separate account. An appropriate proportion of funds will remain in this account until the course or seminar has been completed.
  8. Cancellations must be made a minimum of 48 hours prior to the commencement of the course. A \$60 fee will be charged for cancellations within 48 hours of the commencement of the workshop.

## **Language, Learning and Literacy Assessment**

The National Institute of Financial Studies provides provisions for language, literacy and numeracy assessment on request. The Institute will also monitor the needs of its students/clients' language, literacy and numeracy skills through application and enrolment forms, and telephone interviews.

## **Client Support**

The following services can be offered to external clients/students: (i) RPL assessment; (ii) options in learning; (iii) one-on-one tutoring; (iv) pre-course interviews; (v) training needs analysis; and (vi) information on the National Institute of Financial Studies website.

## **Flexible Learning and Assessment Procedure**

Flexible learning and assessment procedures are documented in the National Institute of Financial Studies assessment kit and form part of the learning and assessment strategies.

## **Access and Equity**

As a Registered Training Organisation (RTO), the National Institute of Financial Studies (NIFS) is committed to integrating Access and Equity principles within all services that are provided to students/clients.

Regardless of cultural background, gender, sexuality, disability or age all students/clients have the right to study in an environment that is free from discrimination and harassment.

All employees/staff recognise the rights of students/clients and provide information, advice and support that is consistent with the Institute's Core Business Values and this Code of Practice.

If you feel that NIFS is not adhering to its Code of Practice you are encouraged to report the breach to the Managing Director or complete a complaints and grievance form.

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## Welfare and Guidance Services

The National Institute of Financial Studies will endeavor to provide welfare and guidance to all students and/clients. This includes (i) Occupational Health and Safety; (ii) review of payment schedules when requested; (iii) learning pathways and possible RPL opportunities; (iv) provision for special learn needs; (v) provision for special cultural and religious needs; and (vi) provision for special dietary needs.

## Appeals, Complaints and Grievance Procedure

1. In the first instance, students/clients should discuss any appeal/complaint/grievance with the trainer.
2. If the outcome is unsatisfactory, the student/client may then submit a written complaint or complete a complaint/grievance form and forward it to the Training Manager within 30 days of the incident.
3. Should the outcome still be unsatisfactory, then a written appeal may be sent to the Managing Director.
4. The student/client will be kept informed of the progress regarding their appeal/complaint/grievance and may be asked to attend an interview. The student/client will be notified in writing of the result of their appeal/complaint/grievance.

All correspondence should be sent to:

National Institute of Financial Studies  
GPO Box 135  
Brisbane QLD 4001

## Disciplinary Procedure

To ensure that all students/clients receive equal opportunities and gain the maximum from their time with the National Institute of Financial Studies, these rules apply to everyone who attends any training session. Any person(s) who displays dysfunctional or disruptive behaviour may be asked to leave the session and/or course.

Dysfunctional behaviour may include: continuous interruptions to the trainer while delivering the course content, smoking in non-smoking areas, being disrespectful to other participants, harassment by using offensive language, sexual harassment, acting in an unsafe manner that places themselves and others at risk, refusing to participate in group activities when required, and/or continued absence at required times.

Any person who is asked to leave a session or course has the right of appeal through the National Institute of Financial Studies appeals process.

## Mutual Recognition

The National Institute of Financial Studies acknowledges and supports Mutual Recognition as one of the most important features of the Australian Quality Training Framework. The Institute will accept the credentials issued by any other registered training organisation based in any Territory/State of Australia.

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## Recognition of Prior Learning

The National Institute of Financial Studies encourages students/clients who have studied at other institutions to upgrade or complete their qualifications at the Institute. Previous study and relevant work experience will be acknowledged and may be credited towards further study at the Institute.

Recognition of Prior Learning (RPL) is the process whereby competencies gained through previous study, work or life experience can be recognised. This process will apply to all courses except those where there is no pre-requisite for prior learning.

Students who have completed or partly completed a course at another institution, who have been working in the vocational area related to the financial services and investment for a number of years, or who have in some other way gained the appropriate skills, may wish to apply for recognition of this previous training or experience. Students may apply for exemptions in a course, module, or one or more learning outcomes with a module. The applicant must have sufficient evidence to demonstrate that the performance criteria for each competency unit have been met.

To apply for Recognition of Prior Learning:

- gather all documentation and evidence relating to previous work experience and courses;
- complete an application form;
- submit these to the course convener for assessment.

Please note that you may be required to attend an interview and/or to demonstrate a practical knowledge of the topic to support your application. Application forms can be obtained from the administration office.

## Sanctions

The National Institute of Financial Studies will adhere to the policies outlined in the Code of Practice. The National Institute of Financial Studies understands that if it does not meet the obligations of this Code of Practice or supporting regulatory requirements, then it may have its registration as a Registered Training Organisation withdrawn.

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## Information Handbook Suggestions

The National Institute of Financial Studies welcomes suggestions that may improve this document. Please submit all suggestions to the administration office.

### Information Websites

Occupational Health and Safety (Federal)

<http://www.scaleplus.law.gov.au/html/pasteact/0/29/top.htm>

Workplace Health and Safety (State)

<http://www.whs.qld.gov.au/index.htm>

WorkCover

<http://www.workcover.qld.gov.au>

Workplace Relations

<http://www.workplace.gov.au>

Anti-discrimination

<http://www.adcq.qld.gov.au>

Workplace Harassment

<http://www.whs.qld.gov.au/index.htm>

Equal Opportunity

<http://www.adcq.qld.gov.au>

Vocational Education and Training Legislation (Qld)

<http://www.training.qld.gov.au/admin/trainleg.htm?trainin>

Copyright

[http://austlii.edu.au/au/legis/cth/consol\\_act/ca1968133/](http://austlii.edu.au/au/legis/cth/consol_act/ca1968133/)

Updates on changes to legislation

<http://www.legislation.qld.gov.au/Legislation%20Acts&SLs/Act2002.htm>

Privacy and Freedom of Information

<http://www.privacy.gov.au>