



CATAPULT

FNSRTS304

Administer debit card services

Table of Contents (Extract)

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For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/FNSRTS304/>

Trainer/assessor guide

FNSRTS304

Administer debit card services

Welcome to this unit of study

This unit describes the skills and knowledge required to provide debit card services and manage associated records.

It applies to individuals who, within their limit of responsibility, use specialised knowledge and organisational tools to administer and process financial transactions and services.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Process applications for debit transaction cards.....	5
Provide customers with debit card information	5
Gather and check customer information	11
Notify customers of application approval	13
Check your understanding	17
Topic 2: Process card transaction	19
Process card transactions.....	19
Process complaints and enquiries.....	23
Check your understanding	25
Topic 3: Administer card database.....	27
Administer card database.....	27
Process duplicate transactions and charge-backs.....	29
Card security procedures	30
Check your understanding	33
Assessment workbook	35
Unit information	37
What is competency-based assessment?.....	38
How will my competency be assessed?.....	39
Assessment agreement	40
Foundation skills checklist.....	41
Skills recognition.....	42
Topic 1: Process applications for debit transaction cards.....	43
Topic 2: Process card transaction	44
Topic 3: Administer card database.....	45
Knowledge questions	46
Topic 1: Process applications for debit transaction cards.....	47
Topic 2: Process card transaction	53
Topic 3: Administer card database.....	59
Topic 4: Specific knowledge evidence	65
Performance tasks.....	69
Third party evidence collection agreement	70
Topic 1: Process applications for debit transaction cards.....	71
Topic 2: Process card transaction	74
Topic 3: Administer card database.....	77
Completion record.....	80
Unit mapping.....	81
Trainer/ assessor user instructions.....	83

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Process applications for debit transaction cards
- » Process card transaction
- » Administer card database

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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