

# Mortgage Broking Essentials

**Purpose:** This course is a compulsory element of the Certificate in Financial Services (Mortgage Broking) or can be an elective for non mortgage brokers. It is intended to provide the skill and knowledge necessary for providing quality mortgage advice and is a compulsory element for membership of the NZMBA.

## **Course content:**

- » Introduction to working in the mortgage industry in New Zealand
- » Scope, sectors and responsibilities of the financial services industry
- » Financial services and specifically mortgage industry guidelines, procedures, legislation and regulations
- » Loan products and services
- » Matching mortgage products and services with client needs
- » Principles of lending
- » Processing loan applications
- » Effective business management for mortgage professionals

## **Learning outcomes:**

On successful completion of this course, learners will be able to:

- » evaluate the scope, sectors and responsibilities of the industry
- » apply financial services industry guidelines, procedures, legislation and regulations
- » explain the products and services used by their organisation or sector
- » determine appropriate users for products and services
- » maintain their product knowledge
- » manage information
- » determine client goals and priorities with respect to mortgage broking
- » prepare and present mortgage options to client
- » prepare necessary documentation and follow-up
- » comply with the NZ Mortgage Brokers Association membership requirements.

## **Delivery methods:**

This course is designed to be delivered through a combination of individual study and in a classroom/workshop format led by an experienced facilitator. This course is also available and fully supported through the Adviserlink distance learning programme.

This course is approved by the New Zealand Qualifications Authority under the provisions of the Education Act 1989, and Adviserlink Learning Ltd is accredited to teach it.

## Assessment:

### Assessment for Classroom option:

Assessment	% of Overall Assessment
Pre-course assignment – readings and short answer questions	10%
Post-course assignment – case study: Mortgage advice plan & completion of loan application	40%
2-hour closed book examination	50%

### Assessment for Distance learning option:

Assessment	% of Overall Assessment
Assignment 1 – short answer and scenario based questions	5%
Assignment 2 – short answer and scenario based questions	5%
Assignment 3 – case study: Mortgage advice plan & completion of loan application	40%
2-hour closed book examination	50%

### Pre requisite/s:

Open entry

### Dates of course/s:

Registrations for distance learners are accepted at any time throughout the year. Please refer to the course calendar on our website [www.adviserlink.co.nz](http://www.adviserlink.co.nz) for the date/s and location of our classroom options.

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