

FSPFC10 – SQA Unit Code H5J0 04

Process documentation for financing and credit facilities



Overview

This unit is about you providing customers with documents as evidence of the agreed financing and/or credit facility. After the application has been accepted, you will prepare and issue the required documents to the customer, resolving any ambiguities or discrepancies. You must disclose information only to those who need it and pay attention to details that are critical to your work. You must ensure that all information is processed accurately and that the resulting documentation is correct.

FSPFC10 – SQA Unit Code H5J0 04

Process documentation for financing and credit facilities

Performance criteria

- You must be able to:*
- P1 Gather all the information needed to process the documentation
 - P2 Enter correct information in the appropriate location
 - P3 Produce the correct documents which are accurate and in accordance with your employer's procedures
 - P4 Resolve any ambiguities or discrepancies
 - P5 Confirm the documents are accurate
 - P6 Issue documents promptly to those who need them
 - P7 Keep accurate and complete records at all stages
 - P8 Comply with legal requirements, industry regulations, including ethical standards and health and safety, organisational policies and professional codes

FSPFC10 – SQA Unit Code H5J0 04

Process documentation for financing and credit facilities

Knowledge and understanding

You need to know and understand:

- K1 The limits of your authority
- K2 Sources of information and advice
- K3 Your organisation's service and timescale standards
- K4 How to access customer records
- K5 Your organisation's systems and procedures for recording information
- K6 How to deal with situations where the information provided reveals discrepancies or inconsistencies
- K7 Your organisation's policy and procedures for communicating with customers
- K8 Your organisation's procedures for preparing documentation as evidence of financing and/or credit facilities
- K9 Your organisation's requirements relating to the application of codes, laws and regulatory requirements, including ethical standards and health and safety as they impact on your activities

FSPFC10 – SQA Unit Code H5J0 04

Process documentation for financing and credit facilities

Additional Information

Behaviours

1. You gather and manage information effectively, efficiently ethically and confidentially
2. You present information clearly and concisely
3. You show understanding of others and deal with them in a professional manner

FSPFC10 – SQA Unit Code H5J0 04

Process documentation for financing and credit facilities

Developed by	Financial Skills Partnership
---------------------	------------------------------

Version number	1
-----------------------	---

Date approved	September 2012
----------------------	----------------

Indicative review date	September 2015
-------------------------------	----------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Financial Skills Partnership
---------------------------------	------------------------------

Original URN	FSPFC10
---------------------	---------

Relevant occupations	Finance
-----------------------------	---------

Suite	Financing and Credit
--------------	----------------------

Key words	Lending; borrowing; lending decision; drawdown; mortgage application; mandate; security; entitlement; balance sheets; terms and conditions; loan; overdraft; secured; unsecured; arrears; credit
------------------	--