PATHWAY ASSESSMENT BLUEPRINT

BANKING AND RELATED SERVICE, FINANCIAL AND INVESTMENT PLANNING AND BUSINESS FINANCIAL MANAGEMENT – PILOT

Test Code: 1121
Version: 01

Specific competencies and skills tested in this assessment:

General Finance Technical Skills
Use accounting procedures in a financial environment
Employ marketing procedures to forward organizational goals
Utilize customer service skills to work effectively with customers
Perform accounting functions with computers and related software

Academic Foundations
Apply reading skills in a financial career environment
Apply writing skills in a financial career environment
Apply mathematical skills in a financial career environment
Apply economic knowledge in a financial career environment

Systems
Interpret financial elements such as economic conditions to determine impact on consumer behavior
Interpret laws and regulations to determine the role of government in the financial industry

Ethics and Legal Responsibilities
Identify and practice ethical behavior in the workplace
Analyze practices of the financial industry to determine ethics and social responsibilities

Communications
Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients
Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients
Apply speaking skills, including interviewing, reporting, targeting intended audience, and presentation behavior
Interpret and use tables, charts, and figures to support written and oral communication

Information Technology Applications
Use computers and software to increase work efficiency
Utilize databases to manage general information
Banking and Related Service, Financial and Investment Planning and Business Financial Management – PILOT (continued)

Problem Solving, Critical Thinking, and Decision Making
Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions
Use decision making skills to solve problems and evaluate solutions

Leadership and Teamwork
Exhibit leadership qualities to improve the quality of work and the work environment
Work effectively in a team environment to improve the quality of work and the work environment

Safety, Health, and Environmental
Practice safe behaviors in a work environment including ergonomics
Respond appropriately in emergency situations by locating emergency information and equipment

Employability and Career Development
Demonstrate professionalism related to a career in finance
Pursue career development activities to advance in the financial world

Pathway 1 – Banking and Related Service
Employ technical skills to teller, platform, and data processing functions
Employ technical skills to perform bank operational duties, ensuring consistent operations
Interpret and comply with regulatory and legal guidelines in bank operations

Pathway 2 - Financial and Investment Planning
Demonstrate knowledge of financial and investment products and services
Review and research federal and state regulatory requirements as applied to financial and investment planning
Demonstrate knowledge of developing financial plans, including retirement planning, estate planning, and budgets
Maintain accurate, confidential, and legally compliant client records

Pathway 3 - Business Financial Management
Demonstrate knowledge of developing business plans
Interpret financial statements in business decisions
Analyze tax laws and consequences to aid in business decision making
Demonstrate knowledge of laws and regulations as they maintain appropriate financial practices and records
Banking and Related Service, Financial and Investment Planning and Business Financial Management – PILOT (continued)

Written Assessment:

Administration Time: 3 hours  
Number of Questions: 167

Areas covered:

- 9% General Finance Technical Skills
- 10% Academic Foundations
- 4% Systems
- 5% Ethics and Legal Responsibilities
- 11% Communications
- 4% Information Technology Applications
- 7% Problem Solving, Critical Thinking, and Decision Making
- 4% Leadership and Teamwork
- 4% Safety, Health, and Environment
- 4% Employability and Career Development
- 18% Pathway 1 – Banking and Related Service
- 8% Pathway 2 – Financial and Investment Planning
- 12% Pathway 3 – Business and Financial Management

Sample Questions:

The term, "Net 30 days," on a purchase invoice means
A. the goods will be shipped in 30 days with no discount
B. the bill must be paid within 30 days of invoice date with no discount
C. a 30 percent discount is received if the bill is paid within 30 days
D. a 3 percent discount is received if the bill is paid within 30 days

Government regulations are generally designed to
A. create jobs for government workers
B. protect the public from harmful or unjust actions
C. increase the number of political campaigns
D. make people think before they vote

When assessing a problem situation, it is important to
A. be open and listen to all sides of the story
B. find out what the opinions are of all coworkers
C. listen to only the manager's opinion as it is the most important
D. ask for parental opinions

An effective mentor is a person who
A. has mastered the skills and experience an employee needs
B. is a good friend of the employee
C. is external to the employee's company
D. has been given salary raises and promotions in the past

Money markets would include which of the following securities?
A. corporate bonds
B. treasury bills
C. certificates of deposit
D. mutual funds