



The National Finance Institute

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RECOGNITION OF PRIOR LEARNING (RPL)

– FNS40215

What is RPL

The National Finance Institute recognises the skills and knowledge gained through work experience and/or past study. With applicants' diverse backgrounds, sufficient experience and expertise may have been attained in the industry to exempt applicants from standard course requirements. The certificate issued by NFI is a nationally recognised qualification. Applicants for RPL must provide evidence that demonstrates competency in each unit of competency for the desired qualification. Both RPL and completed course units can be combined to attain the full qualification.

Which Qualification

Please confirm below the qualification or units for which you are seeking to attain RPL:

- FNS40215 Certificate IV in Bookkeeping**
- Select units only from within the FNS40215 Certificate IV in Bookkeeping range of competencies as highlighted within my submission**

RPL Procedure

Your submission should include the following items. It is envisaged that applicants will have a minimum of two (2) years' experience in their role to qualify for RPL on the full FNS40215 Certificate IV in Bookkeeping qualification.

Once assembled, please tick below to confirm you have included these items.

- Print the attached Competency Statement/Checklist and have it completed by a peer or supervisor or manager.**
- Provide a detailed CV demonstrating your experience in the industry. This CV must be verified by a peer or superior. You should also highlight any educational qualifications you have achieved or courses you have completed.**
- Provide a detailed CV of the peer or superior signing off the RPL application as verification of their qualifications to sign off the application.**
- Include a Portfolio containing evidence of your work history, training, skills and knowledge which will be assessed against the competencies as outlined in the Checklist. [This portfolio may form a part of your CV and evidence may include other course certificates/qualifications, accreditations, marketing material, personal references, subscriptions, etc.]**
- Please provide evidence of the number of clients for whom you currently provide Bookkeeping services.**
- Please complete the payment form included in this document.**

If you are seeking a mixture of RPL, Credit Transfer and Study, please also complete our Unit Chooser form.

The Assessment Process

The documentation submitted by the applicant to NFI will be assessed against each unit of competency applied for. The evidence submitted will be assessed using the following criteria:

- Is the applicant's experience and study relevant to the course?
- Is the applicant's knowledge and skill current?
- Has the applicant's CV been verified as true and correct?
- Is the knowledge level and skills held by the applicant appropriate to the level of competency for which the applicant is applying?

The NFI assessor will then make one of three decisions:

- Accept the application and grant recognition
- Request further information because the assessor was unable to make a decision on the evidence provided
- Deny the application and recommend that further assessment or training is undertaken to achieve specific units of competence. The applicant will then be advised which subjects or assessments, if any, are required to be completed. In this circumstance, any fee already paid for the RPL application may go towards the course for which the applicant was seeking RPL.

Cost Examples: All units by RPL = \$995; 50% units RPL + 50% units course completion = \$1395*

* \$1395 is the most payable to attain the FNS40215 qualification of 6 core and 7 elective units. Additional units undertaken through course completion are \$139 per online unit.

What Will I Receive

The assessment decision will be made within 2 to 3 weeks of submission. Documentation received by NFI will not be returned to the applicant as it is required to be retained for DET audit purposes. If the applicant is granted RPL for the full qualification they will receive by mail an original certificate and the transcript of competencies that form the qualification

How to Submit your Application

Applicants can post, fax or scan/email to NFI as below.

Post: RPL Coordinator
The National Finance Institute
P O Box 1354, Capalaba Business Centre Qld 4157

Fax: 07 3822 6003 (max 30 pages)

Scan: enquiries@financeinstitute.com.au

PAYMENT METHOD

- PayPal** - PayPal payment made via www.financeinstitute.com.au/paypal.html
- Cheque** - Payable to The National Finance Institute, P.O. Box 1354, Capalaba BC Qld 4157
- Direct Deposit** - The National Finance Institute, BSB 114 879, Account 003 139 833
- Credit Card:** _____

Expiry date: _____ **Name on Card:** _____

- Total Amount:** \$ _____
- \$995 FNS40215 Certificate IV qualification by RPL
 - \$ _____ for combined RPL / Credit Transfer / Study
(Unit chooser form also required)

My receipt should be made out to:

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By submission trainees agree to The National Finance Institute’s terms and conditions available at www.financeinstitute.com.au

RPL APPLICATION FORM

Applicant Details:

1. Occupation for which you are seeking recognition			
2. Personal Details			
First Name/s			
Surname			
Preferred Title (Mr, Mrs, Ms, Miss)			
Any other name used			
Home Address			
Postal address if different from above			
Telephone Numbers (please also tick best daytime number)	Home:	Work:	
	Mobile:	Fax:	
Email address			
Date of Birth	/ /		
Gender	MALE <input type="checkbox"/> / FEMALE <input type="checkbox"/>		
Age			
Are you a permanent Resident of Australia	YES <input type="checkbox"/> / NO <input type="checkbox"/>		
3. Current Employment			
Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>		
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
4. Further Training			
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>		
If Yes			
What occupation were you trained in?			
Training completion date (month, year)			

Country where you trained	
Name of course and institution (if applicable)	

5. Is there any further information you wish to give in support of your application

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6. Professional Referee (relevant to work situation)

Name
Position
Organisation
Phone Number
Mobile Number
Email Address

If no referee nominated, please explain your situation.

7. My Unique Student Identifier (USI) is as below

If you do not have a USI yet, please go to this link to create one: http://usi.gov.au/create-your-USI (there must be 10 characters and a USI is a compulsory government requirement)
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APPLICANT EMPLOYMENT HISTORY FORM

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

Attach additional sheets if required

If you are including documents in your application, please provide a brief description below

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

APPLICATION – Self Assessment Questionnaire

FNS40215 Certificate IV in Bookkeeping

Applicant Name: _____ **Date Completed:** _____

Please identify your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never, I wish to study this course unit
CORE UNITS				
FNSBKG404	Carry out business activity and installment activity statement tasks			
FNSBKG405	Establish and maintain a payroll system			
FNSINC401	Apply principles of professional practice to work in the financial services industry			
BSBFIA401	Prepare Financial Reports			
BSBITU306	Design and produce business documents			
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities			
ELECTIVE UNITS – choose only 7 from below (2 of these 7 must be from the first 4 units listed below)				
FNSBKG402	Establish and maintain a cash accounting system			
FNSBKG403	Establish and maintain an accrual accounting system			
FNSACC301	Process financial transactions and extract interim reports			
FNSACC302	Administer subsidiary accounts and ledgers			
BSBCUS301	Deliver and monitor a service to customers			
BSBCUS403	Implement customer service standards			
BSBFRA301	Work within a franchise			
BSBFRA403	Manage relationship with a franchisor			
BSBITU402	Develop and use complex spreadsheets			
BSBSMB405	Monitor and manage small business operations			
BSBWHS201	Contribute to health and safety of self and others			

BSBWOR501	Mange personal work priorities and professional development			
BSBWRT301	Write simple documents			
FNSACC303	Perform financial calculations			
FNSACC404	Prepare financial statements for non-reporting entities			
FNSACC405	Maintain inventory records			
FNSACC406	Set up and operate a computerised accounting system			

Rules

Total number of units required for full qualification = 13
6 core units *plus* 7 elective units

- Applicants must demonstrate competency to their signee for ALL 6 of the core units listed above plus 7 elective units however they may have up to 2 electives from a different Certificate III, IV or Diploma qualification in any currently endorsed Training Package or accredited course. Units of this nature can be noted in the spare rows above. If the applicant has not completed sufficient core or elective units from the above table they may complete them individually through study through the NFI online e-learning platform @\$139 per online unit or \$169 per distance learning unit + \$10 postage per unit.

Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Applicant Signature: _____ **Date** _____

The Competency Statement / Checklist below must be completed by a third party. The checklist is verification by a third party that you as the applicant of RPL are proficient in all areas of the industry core and select elective units. There is no pass or fail for the RPL process.

COMPETENCY STATEMENT / CHECKLIST

FOR RECOGNITION OF PRIOR LEARNING

To be completed and signed by a superior or peer of the applicant.

The person making this statement must be suitably qualified to answer the questions.

The person making this statement must ensure that their responses are true and accurate and that they may be called upon to provide evidence if required in a court of law.

Details of Person Declaring (ie. the Applicant's Peer / Manager / Supervisor)

Name: _____

Company and Position (if applicable): _____

Address: _____

Contact details: Phone: _____ Mobile: _____

Email: _____

Signature: _____ Date: _____

Applicant's Details:

Name: _____

Address: _____

Contact details: Phone: _____ Mobile: _____

Email: _____

The following are to be ticked by the signee (ie. peer / supervisor / manager) as signifying the trainee has the required skill in the element and performance criteria.

BSBFIA401 Prepare financial reports

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Maintain asset register	1.1. Prepare a register of property, plant and equipment from fixed asset transactions in accordance with organisational policy and procedures 1.2. Determine method of calculating depreciation in accordance with organisational requirements 1.3. Maintain asset register and associated depreciation schedule in accordance with organisational policy, procedures and accounting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Record general journal entries for balance day adjustments	2.1. Record depreciation of non-current assets and disposal of fixed assets in accordance with organisational policy, procedures and accounting requirements 2.2. Adjust expense accounts and revenue accounts for prepayments and accruals 2.3. Record bad and doubtful debts in accordance with organisational policy, procedures and accounting requirements 2.4. Adjust ledger accounts for inventories , if required, and transfer to final accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Prepare final general ledger accounts	3.1. Enter general journal entries for balance day adjustments in general ledger system in accordance with organisational policy, procedures and accounting requirements 3.2. Post revenue and expense account balances to final general ledger accounts system 3.3. Prepare final general ledger accounts to reflect gross and net profits for reporting period	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare end of period financial reports	4.1. Prepare revenue statement in accordance with organisational requirements to reflect operating profit for reporting period 4.2. Prepare balance sheet to reflect financial position of business at end of reporting period 4.3. Identify and correct, or refer errors for resolution in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBITU306 Design and produce business documents

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Select and prepare resources	1.1. Select and use appropriate technology and software applications to produce required business documents 1.2. Select layout and style of publication according to information and organisational requirements 1.3. Ensure document design is consistent with company and/or client requirements, using basic design principles 1.4. Discuss and clarify format and style with person requesting document/publication	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Design document	2.1. Identify, open and generate files and records according to task and organisational requirements 2.2. Design document to ensure efficient entry of information and to maximise the presentation and appearance of information 2.3. Use a range of functions to ensure consistency of design and layout 2.4. Operate input devices within designated requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Produce document	3.1. Complete document production within designated time lines	<input type="checkbox"/> Yes

ELEMENT	PERFORMANCE CRITERIA	Verification
	<p>according to organisational requirements</p> <p>3.2. Check document produced to ensure it meets task requirements for style and layout</p> <p>3.3. Store document appropriately and save document to avoid loss of data</p> <p>3.4. Use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production</p>	<input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Finalise document	<p>4.1. Proofread document for readability, accuracy and consistency in language, style and layout prior to final output</p> <p>4.2. Make any modifications to document to meet requirements</p> <p>4.3. Name and store document in accordance with organisational requirements and exit the application without data/loss damage</p> <p>4.4. Print and present document according to requirements</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Develop professional working relationship with relevant parties	<p>1.1 Clarify business needs and expectations of bookkeeper through clear communication with relevant parties</p> <p>1.2 Determine roles and responsibilities of bookkeeper according to business needs</p> <p>1.3 Identify activities that fall outside role and responsibilities of bookkeeper, and networks of individuals able to carry out activities</p> <p>1.4 Refer business owner to relevant networks for advice and services where applicable</p> <p>1.5 Request feedback on range, type and quality of service to be provided and act on, where applicable</p> <p>1.6 Identify and use relevant ethical principles and practices in all dealings</p> <p>1.7 Implement strategy for regular professional development to ensure ongoing professional practices</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Carry out research to identify compliance requirements and support materials	<p>2.1 Research legislative, statutory, regulatory and industry requirements for carrying out bookkeeping activities</p> <p>2.2 Obtain access to relevant publications and software tools designed to assist in carrying out bookkeeping activities</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Set up and maintain appropriate systems to meet compliance requirements	<p>3.1 Develop systems to support user needs</p> <p>3.2 Develop instructions and guidelines for carrying out relevant daily activities in accordance with compliance requirements</p> <p>3.3 Review and adapt systems as necessary on a regular basis</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSBKG404 Carry out business activity and instalment activity statement tasks

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify individual compliance and other requirements	1.1 Research and document legislative, regulatory, industry and organisational requirements relating to activity statements and seek expert advice to clarify issues where applicable 1.2 Review, interpret and apply legislation related to taxes reported on activity statements, using relevant materials when required and other resources supporting legislation 1.3 Identify and document policies in relation to compliance with Code of Professional Conduct as stipulated in relevant legislation 1.4 Identify and access information, advice or services outside individual's scope of operation and establish and use networks where necessary 1.5 Identify and document lodgement schedule requirements 1.6 Assess entity's cash flow and payment options and initiate discussion with management to ensure sufficient funds are available	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Recognise and apply GST implications and code transactions	2.1 Identify, apply and record goods and services tax (GST) principles 2.2 Identify and code purchases and/or payments as per GST classifications 2.3 Identify and code sales and/or receipts as per GST classifications 2.4 Process accounting data to comply with tax reporting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Report on payroll activities and amounts withheld	3.1 Identify and reconcile total salaries, wages and other payments for accounting period 3.2 Identify and reconcile amounts withheld from salaries and wages for accounting period in conjunction with payroll department if applicable 3.3 Identify and reconcile amounts withheld from other payments for accounting period in conjunction with other departments if applicable 3.4 Verify or calculate pay as you go (PAYG) instalment amount where applicable, or calculate for other payments where applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Complete and reconcile activity statement	4.1 Generate, review and validate activity statement reports, identify any errors and correct bookkeeping entries where required 4.2 Make adjustments for previous quarters, months or year-end where necessary 4.3 Complete BAS and/or IAS return in accordance with current statutory, legislative, regulatory and organisational schedule 4.4 Reconcile figures completed on BAS and/or IAS form with journal entries, financial statements, GST and other control accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Lodge activity statement	5.1 Check activity statement and ensure sign off by appropriate person as identified by statutory, legislative and regulatory requirements 5.2 Lodge activity statement in accordance with statutory, legislative and regulatory requirements 5.3 Process and record payments and refunds as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSBKG405 Establish and maintain a payroll system

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Establish payroll requirements	1.1 Apply knowledge of relevant legislation in relation to employment standards, and other legislative requirements in regards to payments 1.2 Seek instruction from authorised parties in relation to relevant state and modern awards regarding details to be set up within payroll system for individual employees 1.3 Establish payroll set-up for salary packaging 1.4 Assess scope of payroll services BAS agent can provide and identify need for independent expert advice providers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Record payroll data	2.1 Ensure payroll system includes complete and accurate employee data 2.2 Review payroll data and clarify discrepancies with designated persons 2.3 Enter employee pay period details, deductions and allowances in payroll system in accordance with source data 2.4 Calculate payment due to individual employees to reflect standard pay and variations in accordance with employee source data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Prepare and process payroll	3.1 Conduct payroll preparation within designated timelines in accordance with organisational policy and procedures 3.2 Calculate, record and reconcile employee in accordance with legislative requirements 3.3 Reconcile total payments for pay period, and review and correct irregularities or refer them to designated persons for resolution 3.4 Obtain authorisation of payroll and individual pay advice in accordance with organisational requirements 3.5 Make arrangements for payments in accordance with organisational and legislative requirements 3.6 Produce, review and store payroll records in accordance with organisational policy and security procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Handle payroll enquiries	4.1 Respond to payroll enquiries in accordance with organisational and legislative requirements 4.2 Provide information in accordance with organisational and legislative requirements 4.3 Refer enquiries outside area of responsibility or knowledge to designated persons for resolution 4.4 Provide additional information or complete follow-up action within designated timelines in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Maintain payroll	5.1 Maintain all information and record keeping relating to payroll function in accordance with relevant legislation and regulations 5.2 Produce and reconcile month-end and year-end checklists to ensure compliance with relevant legislative and management deadlines 5.3 Update records and systems in line with salary reviews and other changes in employment status 5.4 Establish back-up and disaster recovery systems 5.5 Generate and distribute payroll reports in line with organisational policy 5.6 Extract and apply business activity statement (BAS) and instalment activity statement (IAS) data in accordance with relevant legislation and regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSINC401 Apply principles of professional practice to work in the financial services industry

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify scope, sectors and responsibilities of industry	1.1 Identify and consider external forces impacting on financial services industry while carrying out activities 1.2 Identify main sectors of financial services industry and interrelationship between sectors in carrying out activities 1.3 Identify roles and responsibilities of other participants in financial services industry in carrying out activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify and apply guidelines, procedures and legislation	2.1 Collect, apply and analyse information on relevant legislation, regulations and codes of practice as applied to financial services industry 2.2 Clarify own work practice and regularly refine in light of relevant legislation, regulations and codes of practice, and organisational policy, guidelines and procedures 2.3 Apply relevant codes of practice in an ethical approach to workplace practice and decisions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Identify sustainability issues	3.1 Obtain and analyse information on sustainability policies, strategies and impacts on industry from a range of sources 3.2 Identify and promote environmental sustainability as an integral part of business planning and business opportunity 3.3 Incorporate and support triple bottom line principles in work planning	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Manage information	4.1 Read and discuss with appropriate persons relevant documents and reports that could impact on work effectiveness and compliance 4.2 Analyse, evaluate and check documents, reports, data and numerical calculations to meet customer and organisational requirements 4.3 Present information in format appropriate for audience	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Participate in and facilitate work team activities	5.1 Provide feedback to team members to encourage, value and reward individual and team efforts, and contributions 5.2 Actively encourage team members to participate in and take responsibility for team activities and communication processes 5.3 Support team to identify and resolve problems which impede its performance 5.4 Ensure own work serves as role model for others and enhances organisation's image and financial services industry	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Plan work to be completed	6.1 Determine tasks to be done and identify relevant conditions to work autonomously or in team environment 6.2 Plan work to manage resources, time and priorities 6.3 Contribute to organisational planning process as required to achieve service improvement 6.4 Adapt to changes in technology and work organisation in timely manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7. Develop and maintain personal competency	7.1 Identify and review personal professional development needs and goals on regular basis 7.2 Clarify and comply with competency, authorisation and licensing requirements 7.3 Seek professional development opportunities that reflect needs and goals in agreed timeframe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Note:

As previously stated the above 6 core topics are compulsory to achieving RPL for Certificate IV in Bookkeeping. If applicants do not have competency in the skills within one or more of these core units then they can complete them individually.

The following represent the **Elective units** and applicants seeking RPL for the full qualification must choose 7 of these elective units below however up to 2 electives can be from a Certificate III, other Certificate IV or Diploma qualification in any currently endorsed Training Package or accredited course. This RPL application should have only the units for which you are seeking recognition signed off in this submission. Your chosen 7 elective units will then appear in your transcript.

Applicants who are only seeking recognition for 6 core units will receive a Statement of Attainment only.

Applicants who are seeking recognition for 6 core units and 7 elective units will receive a Transcript / Record of Results and a certificate.

ELECTIVE UNITS:**FNSBKG402 Establish and maintain a cash accounting system**

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify relevant information and establish chart of accounts	1.1 Consult business owner or manager to establish what business activities are undertaken, nature of entity and industry type 1.2 Identify existing material and examine for relevance in creating and/or modifying chart of accounts 1.3 Examine business operations in conjunction with tax agent and business owner or manager to identify accounting software required and determine reporting requirements 1.4 Establish chart of accounts and opening balances for assets, liabilities, equity, income, cost of sales and expenses 1.5 Refer prepared chart of accounts and balances for validation and authorisation by relevant persons	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Analyse and verify source documents	2.1 Verify invoices and other source documents for accuracy and compliance with taxation requirements 2.2 Identify and investigate discrepancies between monies owed and monies paid according to organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Process receipts and payments	3.1 Collect payments and bank money received 3.2 Code and record receipts and payments in bookkeeping system on cash basis 3.3 File receipts and payments 3.4 Balance cash register against purchases and process takings in internal bookkeeping system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Set up and maintain petty cash system	4.1 Prepare expenditure authorisation record of encoded, recorded and filed expenditure 4.2 Reconcile and reimburse expenditure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Process and reconcile credit cards	5.1 Process credit card transactions against invoices and other source documents, and verify and reconcile against credit card statements 5.2 Process credit card payments in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Manage bank reconciliations and prepare and produce reports	6.1 Verify processed transactions promptly against bank statement on receipt of statement 6.2 Process and verify bank entries and reconcile bank statement to balance as per bookkeeping system 6.3 Produce validated reports in line with business needs in timely manner, and make corrections as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSBKG403 Establish and maintain an accrual accounting system

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Manage chart of accounts	1.1 Adjust chart of accounts to incorporate and establish debtors and creditors as they arise 1.2 Establish debtor and creditor subsidiary ledgers as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Process invoices, adjustment notes and other general ledger transactions	2.1 Raise invoices to debtors and allocate invoices to creditors with coded and processed source documents 2.2 Process and bank payments from debtors in accordance with organisational policy and procedures 2.3 Process payments to creditors in accordance with organisational policy and procedures 2.4 Allocate adjustments to correct invoices 2.5 Raise credit notes for adjustments to invoices and enter other transactions into general ledger	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Manage contra entries	3.1 Contact and liaise with relevant persons to verify contra deals 3.2 Complete reporting procedures and documentation for contra entries in accordance with organisational policy and procedures, and process contra entries to update debtors, creditors and general ledgers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Identify and process bad debts	4.1 Liaise with relevant persons to report and verify bad debt if negotiations with debtors do not produce successful outcomes 4.2 Complete reporting procedures and appropriate documentation in accordance with organisational policy and procedures, and process bad debts to update debtors and general ledgers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Manage debt recovery	5.1 Review activities and communication with debtors with relevant persons to determine adequacy of follow up, if applicable 5.2 Start processes to collect monies that include initiation of legal action and consultation with experts, in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Prepare and produce reports and trial balance	6.1 Produce reports that contain validated transactions 6.2 Reconcile debtors and creditors, and produce accurate relevant reports 6.3 Produce trial balance and present reports to relevant persons with explanations as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC301 Process financial transactions and extract interim reports

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Check and verify supporting documentation	1.1 Identify, check and record information from documents 1.2 Examine supporting documentation to establish accuracy and completeness and to ensure authorisation by appropriate personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Prepare and process banking and petty cash documents	2.1 Enter accurately and balance deposits and withdrawals according to organisational procedures 2.2 Check cheques and card vouchers for validity before processing 2.3 Reconcile banking documentation with organisation's financial records 2.4 Check, process and record petty cash claims and vouchers, and balance petty cash book according to organisational procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

3. Prepare and process invoices for payment to creditors and for debtors	3.1 Prepare invoices in accordance with organisational procedures 3.2 Check invoices against source documents for accuracy and correct any errors 3.3 File all invoices and related documents for auditing purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare and post journals and batch monetary items	4.1 Prepare journals accurately and completely, and batch items within organisational timelines 4.2 Match batch items precisely to initial receipt records 4.3 Ensure journals are authorised by appropriate person and process in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Post journals to ledger	5.1 Post journals accurately to ledger in accordance with organisational input standards, with transactions correctly allocated to system and accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Enter data into system	6.1 Enter data accurately into system in accordance with organisational input standards and correctly allocate transactions to system and accounts 6.2 Update related systems to maintain integrity of relationships between financial systems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7. Prepare deposit facility and lodge flows	7.1 Select deposit facility appropriate to banking method to be used 7.2 Balance batch with deposit facility without error 7.3 Take security and safety precautions appropriate to method of banking, in accordance with organisational policy and industry and legislative requirements 7.4 Obtain and file proof of lodgement so that it is easily accessible and traceable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
8. Extract trial balance and interim reports	8.1 Process accurately any special transactions 8.2 Complete cash and credit journals and post to general ledger 8.3 Extract and check trial balance and prepare other required reports 8.4 Find and correct any errors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC302 Administer subsidiary accounts and ledgers

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Review accounts receivable process	1.1 Check receipts entered into accounts receivable system for accuracy, consistency and thoroughness 1.2 Identify and accurately record incorrect entries according to type and source of receipt 1.3 Identify and investigate discrepancies between monies owed and monies paid according to organisational policy, procedures and guidelines 1.4 Amend receipts entered into accounts receivable system according to established procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
2. Identify bad and doubtful debts	2.1 Regularly review debtor ledger in accordance with organisational policy and guidelines to identify outstanding monies and seek further information, if required, from relevant sources 2.2 Verify bad or doubtful debt status through liaison with debtors 2.3 Complete reporting procedures and appropriate documentation for bad and doubtful debts in accordance with organisational policy and guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Review compliance with terms and conditions and plan recovery action	3.1 Correctly identify clients in default of trading terms according to organisational operating procedures, and promptly and courteously contact to make satisfactory arrangements to pay outstanding monies 3.2 Action organisational policy and procedures for monies owing that constitute breaches of organisational credit policy 3.3 Thoroughly review previous activities and communication with clients to establish adequacy of follow-up procedures and determine whether all usual organisational recovery avenues have been exhausted 3.4 Develop plans to pursue debt recovery or to initiate legal action with measures to collect monies completed in accordance with organisational policy, guidelines and timelines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare reports and file documentation	4.1 Prepare reports which document accounts receivable, debt recovery type, cause and recovery plan, and distribute to supervisors, managers and other relevant parties 4.2 Promptly file documentation in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Distribute creditor invoices for authorization	5.1 Identify, investigate and rectify invoice discrepancies and encode and record invoices correctly 5.2 Request authorisation for payment from appropriate personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Remit payments to creditors	6.1 Correctly draw up and ensure authorisation of cheque requisition and identify correct general ledger to draw against 6.2 Debit correct account in timely manner and in accordance with legislative and compliance requirements 6.3 Prepare creditor payments in accurate manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7. Prepare accounts paid report and reconcile balances outstanding	7.1 Collect data and enter onto spreadsheet, giving details of creditors and amounts paid, and prepare report for ratification by appropriate management 7.2 Obtain statements of outstanding balances from suppliers where required and reconcile balances outstanding to invoices received	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBCUS301 Deliver and monitor a service to customers

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify customer needs	1.1 Use appropriate interpersonal skills to accurately identify and clarify customer needs and expectations 1.2 Assess customer needs for urgency to determine priorities for service delivery according to organisational requirements 1.3 Use effective communication to inform customers about available choices for meeting their needs and assist in the selection of preferred options 1.4 Identify limitations in addressing customer needs and seek appropriate assistance from designated individuals	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

2. Deliver a service to customers	<p>2.1 Provide prompt service to customers to meet identified needs in accordance with organisational requirements</p> <p>2.2 Establish and maintain appropriate rapport with customers to ensure completion of quality service delivery</p> <p>2.3 Sensitively and courteously handle customer complaints in accordance with organisational requirements</p> <p>2.4 Provide assistance or respond to customers with specific needs according to organisational requirements</p> <p>2.5 Identify and use available opportunities to promote and enhance services and products to customers</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Monitor and report on service delivery	<p>3.1 Regularly review customer satisfaction with service delivery using verifiable evidence according to organisational requirements</p> <p>3.2 Identify opportunities to enhance the quality of service and products, and pursue within organisational requirements</p> <p>3.3 Monitor procedural aspects of service delivery for effectiveness and suitability to customer requirements</p> <p>3.4 Regularly seek customer feedback and use to improve the provision of products and services</p> <p>3.5 Ensure reports are clear, detailed and contain recommendations focused on critical aspects of service delivery</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBCUS403 Implement customer service standards

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Contribute to quality customer service standards	<p>1.1 Access, interpret, apply and monitor customer service standards in the workplace according to organisational standards, policies and procedures</p> <p>1.2 Make contributions to the development, refinement and improvement of customer service standards, policies and processes</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Implement customer service systems	<p>2.1 Encourage all personnel to consistently implement customer service systems</p> <p>2.2 Review customer feedback in consultation with appropriate personnel and analyse when improving work practices</p> <p>2.3 Identify customer service problems and make adjustments to ensure continued service quality</p> <p>2.4 Communicate adjustments in service delivery to all those involved, within appropriate timeframes</p> <p>2.5 Coordinate and manage delivery of services and products to ensure they effectively and efficiently meet agreed quality standards</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Implement team customer service standards	<p>3.1 Plan and implement team and work activities to meet customer needs and expectations, and to minimise inconvenience</p> <p>3.2 Identify resources required to undertake team tasks while meeting required customer service levels</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBFRA301 Work within a franchise

ELEMENT	PERFORMANCE CRITERIA	Verification
Clarify requirements for working within a franchise	1.1. Determine role and responsibilities as an employee within a franchise 1.2. Clarify role and responsibilities with supervisor, line manager and/or owner, as appropriate 1.3. Evaluate own skills to determine training needs to meet role and responsibilities within franchise 1.4. Seek assistance from supervisor/line manager/owner to evaluate training needs and to meet these identified needs 1.5. Request and negotiate any reasonable adjustments	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Clarify own contribution to meeting compliance requirements	2.1. Consult with supervisor/line manager/owner to determine compliance requirements falling within own role and responsibilities 2.2. Determine work plan and ensure scheduled actions to meet compliance requirements are included in this plan 2.3. Undertake required audits, checks and associated tasks as per schedule 2.4. Seek advice as required to resolve difficulties arising in performing scheduled tasks 2.5. Accurately complete workplace records involved with meeting compliance requirements in a timely manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Review own contribution to franchise operations	3.1. Seek feedback from others to confirm that own role and responsibilities are being met 3.2. Review own work to ensure that required tasks are undertaken as per schedules and work plans 3.3. Identify and discuss with supervisor/line manager/owner any improvements in own work practices and those of others within the franchise 3.4. Willingly offer and provide assistance when requested by others within the franchise to meet their assigned roles and responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBFRA403 Manage relationship with franchisor

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Establish relationship with franchisor	1.1. Identify the franchisor's representative/s or liaison person/s 1.2. Identify communication channels with the franchisor's representative/s or liaison person/s 1.3. Establish schedule of contact with the franchisor's representative/s or liaison person/ 1.4. Hold initial meeting with the franchisor's representative/s or liaison person/s to initiate ongoing relationship 1.5. Ensure participation in the franchisee advisory council meetings and relevant activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Determine services available from franchisor	2.1. Consult with the franchisor's representative/s or liaison person/s to determine the range of services available through the franchisor 2.2. Establish schedule for accessing services of the franchisor 2.3. Access services available through the franchisor according to schedule and as needs arise in the course of business operations 2.4. Maintain currency of information relating to services available through the franchisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3. Implement strategies for meeting franchisor financial obligations	3.1. Identify franchisee financial obligations to the franchisor 3.2. Develop and implement strategies and procedures to meet franchisee financial obligations 3.3. Undertaken planning to facilitate ongoing management of franchise	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Resolve disputes with franchisor	4.1. Identify disputes with the franchisor and enter into negotiations with the franchisor's representative/s or liaison person/s in line with complaints handling procedure as described in the Franchising Code of Conduct 4.2. Seek assistance of third parties or mediators to facilitate resolution of disputes arising with the franchisor and in line with the complaints handling procedure 4.3. Resolve disputes and document courses of agreed action 4.4. Implement agreed courses of action to resolve disputes 4.5. Use lessons learned from disputes to guide future business operations and to facilitate positive relationships with the franchisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBITU402 Develop and use complex spreadsheets

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Prepare to develop spreadsheet	1.1. Organise personal work environment in accordance with ergonomic requirements 1.2. Analyse task and determine specifications for spreadsheets 1.3. Identify organisational and task requirements in relation to data entry, storage, output, reporting and presentation requirements 1.4. Apply work organisation strategies and energy and resource conservation techniques to plan work activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Develop a linked spreadsheet solution	2.1. Utilise spreadsheet design software functions and formulae to meet identified requirements 2.2. Link spreadsheets in accordance with software procedures 2.3. Format cells and use data attributes assigned with relative and/or absolute cell references, in accordance with the task specifications 2.4. Test formulae to confirm output meets task requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Automate and standardise spreadsheet operation	3.1. Evaluate tasks to identify those where automation would increase efficiency 3.2. Create, use and edit macros to fulfil the requirements of the task and automate spreadsheet operation 3.3. Develop, edit and use templates to ensure consistency of design and layout for forms and reports, in accordance with organisational requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Use spreadsheets	4.1. Enter, check and amend data in accordance with organisational and task requirements 4.2. Import and export data between compatible spreadsheets and adjust host documents, in accordance with software and system procedures 4.3. Use manuals, user documentation and online help to overcome problems with spreadsheet design and production 4.4. Preview, adjust and print spreadsheet in accordance with organisational and task requirements 4.5. Name and store spreadsheet in accordance with organisational requirements and exit the application without data loss or damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBSMB405 Monitor and manage small business operations

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Develop <i>operational strategies and procedures</i>	1.1 Develop an action plan to provide a clear and coherent direction, in accordance with the <i>business goals and objectives</i> 1.2 Identify <i>occupational health and safety (OHS) and environmental issues</i> and implement strategies to minimise risk factors 1.3 Develop a <i>quality system</i> for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop performance measures and <i>operational targets</i> to conform with the business plan 1.5 Develop strategies for innovation, including the utilisation of existing, new or emerging technologies, where practicable, to optimise business performance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Implement operational strategies and procedures	2.1 Implement systems and key performance indicators/targets to monitor business performance and customer satisfaction 2.2 Implement systems to control stock, expenditure/cost, wastage/shrinkage and risks to health and safety in accordance with the business plan 2.3 Maintain staffing requirements, where applicable, within budget to maximise productivity 2.4 Carry out the provision of goods/services in accordance with established legal, ethical cultural and <i>technical standards</i> 2.5 Provide goods/services in accordance with time, cost and quality specifications, and customer requirements 2.6 Apply quality procedures to address product/service and customer requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Monitor business performance	3.1 Regularly monitor/review the achievement of operational targets to ensure optimum business performance, in accordance with the business plan goals and objectives 3.2 Review systems and structures, with a view to more effectively supporting business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required as part of the business quality system 3.4 Amend operational policies and procedures to incorporate corrective action	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Review business operations	4.1 Review and adjust business plan, as required, to maintain business viability, in accordance with business goals and objectives 4.2 Clearly record proposed changes to aid future planning and evaluation 4.3 Undertake ongoing research into new business opportunities and adjust business goals and objectives as new business opportunities arise	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBWHS201 Contribute to health and safety of self and others

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Work safely	1.1 Follow provided safety procedures and instructions when working 1.2 Carry out pre start systems and equipment checks according to workplace procedures 1.3 Follow workplace procedures for responding to emergency incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Implement work safety requirements	2.1 Identify designated persons to whom queries and concerns about safety in the workplace should be directed 2.2 Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures 2.3 Identify and implement WHS procedures and work instructions 2.4 Identify and report emergency incidents and injuries to designated persons according to workplace procedures 2.5 Identify WHS duty holders and their duties for own work area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Participate in WHS consultative processes	3.1 Contribute to workplace meetings, inspections and other WHS consultative activities 3.2 Raise WHS issues with designated persons according to organisational procedures 3.3 Take actions to eliminate workplace hazards and reduce risks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBWOR501 Manage personal work priorities and professional development

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning and organisation 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and contingencies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Undertake participation in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBWRT301 Write simple documents

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Plan document	1.1 Determine audience and purpose for the document 1.2 Determine the format and structure 1.3 Establish key points for inclusion 1.4 Identify organisational requirements 1.5 Establish method of communication 1.6 Establish means of communication	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Draft document	2.1 Develop draft document to communicate key points 2.2 Obtain and include any additional information that is required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Review document	3.1 Check draft for suitability of tone for audience, purpose, format and communication style 3.2 Check draft for readability, grammar, spelling, and sentence and paragraph construction 3.3 Check draft for sequencing and structure 3.4 Check draft to ensure it meets organisational requirements 3.5 Ensure draft is proofread, where appropriate, by supervisor or colleague	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Write final document	4.1 Make and proofread necessary changes 4.2 Ensure document is sent to intended recipient 4.3 File copy of document in accordance with organisational policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC303 Perform financial calculations

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Obtain data and resources for financial calculations	1.1 Obtain input data and verify as relevant for workplace calculations 1.2 Determine outcomes of calculations and confirm from task specifications 1.3 Acquire relevant resources and equipment to perform calculations effectively 1.4 Develop simple spreadsheets where necessary to perform calculations that may be repeated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Select appropriate methods and carry out financial calculations	2.1 Use hand held calculators to perform calculations, and identify and obtain other equipment that may be required 2.2 Perform calculations to complete work requirements using appropriate techniques 2.3 Recheck data used in calculations against task specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Check calculations and record outcomes	3.1 Check results to ensure calculations are accurate and meet required outcomes, and recognise and correct common computational errors where required 3.2 Record calculation results to industry standards and enterprise requirements 3.3 Store or electronically file calculation worksheets according to organisational policy and procedures, for future use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC404 Prepare financial statements for non-reporting entities

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Compile data	1.1 Systematically code, classify and check data for accuracy and reliability in accordance with organisational policy and procedures 1.2 Check internal and external financial data to ensure consistency and accuracy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Prepare reports	2.1 Present charts, diagrams and supporting data in appropriate manner 2.2 Prepare reports, following clear and appropriate structure and format that conforms with organisational requirements 2.3 Ensure statements and data are error free and comprehensive, and cross-check full report against original data and accounting standards 2.4 Make any necessary corrections and obtain verification and authorisation by relevant persons	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC405 Maintain inventory records

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Process inventory purchase	1.1 Record purchase of inventory from appropriate documentation in subsidiary ledger 1.2 Maintain periodic and perpetual records of inventory	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Record inventory flows	2.1 Apply inventory flow assumptions as appropriate 2.2 Value inventory using appropriate valuation rules	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Reconcile inventory records to general ledgers	3.1 Reconcile all inventory records to accounts in accordance with organisational policy, procedures and practices 3.2 Identify and action discrepancies according to organisational policy, procedures and practices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare inventory schedules and ad hoc reports	4.1 Develop and document schedules of inventory turnover and other procedures 4.2 Prepare spreadsheets and ad hoc reports on inventory status as required or requested	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC406 Set up and operate a computerised accounting system

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Implement integrated accounting system	1.1 Implement general ledger, chart of accounts and subsidiary accounts in accordance with organisational requirements, procedures and policy 1.2 Set up customers, suppliers and inventory items in system to meet organisational requirements and reporting requirements of goods and services tax (GST) 1.3 Use appropriate technical help to solve any operational problems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Process transactions within system	2.1 Collate, code and classify input data before processing 2.2 Process wide range of cash and credit transactions in service and trading environment 2.3 Use general journal to make any balance day adjustments for prepayments and accruals 2.4 Regularly review system output to verify accuracy of data input and make adjustments for any detected processing errors 2.5 Perform end of financial year rollover	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Maintain system	3.1 Add any new general ledger accounts, customer, supplier, inventory and fixed asset records as required 3.2 Maintain and update existing chart of accounts, customer, supplier, inventory and fixed asset records and subsidiary accounts 3.3 Customise chart of accounts to meet reporting requirements of organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Produce reports	4.1 Generate reports to indicate financial performance and financial position of organisation and for GST purposes as required or requested 4.2 Generate reports to ensure that subsidiary ledgers and accounts reconcile with general ledger 4.3 Generate reports, which ensure that bank account reconciles with bank statement, over at least two reporting periods	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Ensure system integrity	5.1 Regularly back-up system to ensure against loss or corruption of data 5.2 Restore data from back-ups in event of loss or corruption of current data 5.3 Maintain secure record of all processed transactions for audit purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

[Office use only below here]

Is practical workplace activity observation/interview required? Yes / No

Has third party verification of evidence been completed satisfactorily?..... Yes / No

Is gap or select unit training required? Yes / No

Does applicant need to be contacted? Yes / No

If contact required, state reason:
.....
.....
.....

Reporting action needed:

RPL Granted Report

RPL Not Granted Report

Defer RPL until evidence gathered

Details of further action since first submission (if applicable):
.....
.....
.....
.....

This Assessment was completed on behalf of The National Finance Institute by:
Name of Assessor:
Assessor's Signature Date of Review:
Decision