



## The National Finance Institute

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### RECOGNITION OF PRIOR LEARNING (RPL)

#### - FNS50215

#### 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:*

- FNS50215 Diploma of Accounting**
- Select units only from within the FNS50215 Diploma of Accounting 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 FNS50215 Diploma of Accounting 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 Accounting 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 = \$1795\*

\* \$1795 is the most payable to attain the FNS50215 qualification of 6 core and 5 elective units. Additional units undertaken through course completion are \$209 per 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 along with a tax invoice/receipt for payment.

### 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](http://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 FNS50215 Diploma qualification by RPL  
 \$\_\_\_\_\_ for combined RPL and study of individual units

My receipt should be made out to:

.....  
.....

By submission trainees agree to The National Finance Institute’s terms and conditions available at [www.financeinstitute.com.au](http://www.financeinstitute.com.au)

## RPL APPLICATION FORM

### Applicant Details:

<b>1. Occupation for which you are seeking recognition (if applicable)</b>		
<b>2. Personal Details</b>		
First Name/s		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	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"/>	
<b>3. Current Employment</b>		
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?	.....	
<b>4. Further Training</b>		
Have you undertaken any training courses related to the occupation applied for?	YES <input type="checkbox"/> / NO <input type="checkbox"/>	
<b>If Yes</b>		
What occupation were you trained in?		
Training completion date (month, year)		



## 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 sheet 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

### FNS50215 Diploma of Accounting

**Candidate 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 undertake this course unit
<b>CORE UNITS</b>				
FNSACC501	Provide financial and business performance information			
FNSACC502	Prepare legally compliant tax returns for individuals			
FNSACC503	Manage budgets and forecasts			
FNSACC504 *	Prepare financial reports for corporate entities*			
FNSACC506	Implement and maintain internal control procedures			
FNSACC507	Provide management accounting information			
<b>ELECTIVE UNITS (5 to be marked).</b> * First two below are compulsory electives as they are pre-requisites to FNSACC504 above				
BSBFIA401 *	Prepare financial reports *			
FNSACC301 *	Process financial transactions and extract interim reports *			
BSBITU402	Develop and use complex spreadsheets			
FNSACC505	Establish and maintain accounting information systems			
BSBLDR402	Lead effective workplace relationships			

### Rules

Two prerequisite units are required as a pre-requisite for the core unit FNSACC504. These prerequisite units are listed in the Elective Units above as BSBFIA401 and FNSACC301. These two units and one other elective unit listed above are compulsory but the other two elective units can be chosen from a Diploma or Certificate IV level. If you need to study additional units to complete your RPL, you may wish to consider FNSBKG404 and FNSBKG405 so that TPB educational requirements are met.

**Total number of units required = 11**  
**6 core units *plus* 5 elective units**

To be successful in the RPL process, applicants must demonstrate competency to their signee for ALL (6) of the core units listed above and 5 elective units. Alternative units selected as RPL can be written in the spare two rows above. Alternatively, if units require study, they can also be written in the spare two rows above. Alternative units available for study are available on our Certificate IV in Accounting/Bookkeeping fact sheets. If the applicant has not completed sufficient core or elective units from the above table they may complete them individually through NFI in order to attain the full Diploma FNS50215 qualification.

### **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. The checklist is verification by a third party that you 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.

### FNSACC501 Provide financial and business performance information

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Assess client needs	1.1 Clarify and confirm expectations and objectives of client to ensure mutual understanding of client goals 1.2 Identify client's specific legal and financial requirements when establishing, structuring and financing a business 1.3 Discuss financial options and processes with client to develop suitable plans for provision of information and achievement of client goals 1.4 Regularly review progress of plans against agreed criteria and clearly communicate results to client 1.5 Monitor client objectives to identify changes in client needs 1.6 Regularly obtain, analyse and incorporate feedback on client services 1.7 Investigate shortfalls in customer service and formulate and implement proposals for overcoming them	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Analyse data	2.1 Seek advice on reliability and accuracy of data from appropriate authorities and sources in accordance with organisational procedures 2.2 Compile and reconcile data to ensure statements are accurate and comply with organisational procedures, statutory requirements and standard financial reporting principles 2.3 Analyse revenues and costs in accordance with standard accounting techniques and consistent with organisation's objectives 2.4 Analyse all data and reports in accordance with standard financial analysis techniques 2.5 Evaluate information in relation to financial performance of a business, specifically profitability, efficiency and financial stability 2.6 Ensure analysis is consistent with client's business and personal objectives 2.7 Undertake evaluation to assess financial potential of the business, its future funding requirements and statutory obligations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Prepare advice	3.1 Ensure advice provides client with realistic view of business financial performance and compliance, including significant taxation issues and comparisons of options 3.2 Use suitable methods of presentation and formats, language and forms of documentation to convey information to client 3.3 Provide advice about how risks and contingencies and future cash flows may be identified and quantified, and advise client of risk management options and rights and obligations 3.4 Advise client on new or alternative sources and features of short-term and long-term finance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

## FNSACC502 Prepare legally compliant tax returns for individuals

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Gather client data and verify client, organisational and legislative requirements	1.1 Determine client's tax documentation preparation requirements 1.2 Conduct research to identify updates or additions to compliance requirements relevant to client circumstances, and establish recording and reporting requirements 1.3 Gather current data from appropriate sources, and identify assessable income and allowable deductions 1.4 Complete and record amounts in accordance with organisational and legislative requirements 1.5 Identify discrepancies or any unusual features and conduct research to resolve, or refer to appropriate authority 1.6 Identify accrued or prepaid income and expenditure, and record adjustments to value of assets and liabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify, record and present client's tax documentation	2.1 Calculate client's tax obligations, in accordance with legislative requirements and information gathering practices 2.2 Prepare relevant documentation within established timelines 2.3 Seek advice and guidance from specialist to evaluate and moderate decision processes 2.4 Discuss and confirm documentation with client to obtain client signature, authorisation and endorsement, ensuring legislative requirements are met	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Lodge tax documentation	3.1 Submit relevant documentation to Australian Taxation Office (ATO) within established timelines 3.2 Advise client of current tax obligations and that advice from taxation authorities is to be followed 3.3 Respond to tax office enquiries and meet taxation audit requirements, when applicable, in timely manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

## FNSACC503 Manage budgets and forecasts

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Prepare budget	1.1 Clearly define cash, expenditure and revenue items and ensure relevance to identified objectives of budget 1.2 Ensure budget objectives are clear and consistent with organisational aims and projects 1.3 Conduct discussions and negotiations with stakeholders in manner that promotes understanding, goodwill and ongoing cooperation 1.4 Identify and include milestones and performance indicators in budgets to monitor financial performance and break down annual budgets into seasonal periods in accordance with operating trends	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Forecast estimates	2.1 Provide realistic, ethical and attainable estimates of future cash flow, costs and revenues, and support with verifiable evidence and source documentation 2.2 Identify relevant data for forecasts and anticipate changes in circumstances 2.3 Establish assumptions and parameters and review for accuracy, relevance and compliance with organisational procedures and policy 2.4 Identify financial risks and initiate protection strategies in accordance with organisational procedures and policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Document budget	3.1 Present data in format that is easily understood and appropriate to budget reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
	3.2 Complete reports within timelines and distribute for specified periods and projects 3.3 Identify trends, issues and comparisons and report in structured format to ensure transparency and validity of analysis 3.4 Identify feasibility by comparing projections with market growth and development	
4. Monitor budget outcomes	4.1 Analyse budget variances in accordance with organisational procedures, and make recommendations based on analysis to client or designated person 4.2 Review budget processes and implement as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC504 Prepare financial reports for corporate 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, procedures and accounting standards 1.2 Use conversion and consolidation procedures to compile data in accordance with organisational policy and procedures 1.3 Ensure accurate transfer of data to computerised systems as required 1.4 Record valuations in compliance with relevant accounting standards 1.5 Identify and record effects of taxation	<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 format 2.2 Ensure structure and format of reports are clear and conform to statutory requirements and organisational procedures 2.3 Ensure statements and data are error free, comprehensive and comply with statutory requirements and organisational procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC506 Implement and maintain internal control procedures

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Review corporate governance requirements	1.1 Identify and analyse corporate governance and ethical requirements to determine application to operations 1.2 Access clarifications on application of corporate governance requirements from authoritative and recognised sources 1.3 Review and develop internal control procedures, reflecting application of corporate governance requirements to internal operations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Implement operating procedures	2.1 Maintain and review financial delegations and accountabilities to ensure consistency and compliance with internal control procedures 2.2 Produce, review and distribute required reports within agreed timelines 2.3 Develop timetables for implementation of corporate governance requirements in consultation with stakeholders 2.4 Detail and document internal control procedures in standardised formats to promote consistency of use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3. Monitor policy	3.1 Develop applications of corporate governance requirements from published sources or recognised practices 3.2 Develop and report on performance indicators to evaluate compliance with internal control procedures 3.3 Identify and evaluate variations in adoption of corporate governance requirements in operations to determine causes 3.4 Develop and implement modifications to procedures to facilitate compliance with internal control procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC507 Provide management accounting information

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Gather and record operating and cost data	1.1 Identify and establish systems to generate operating and cost data 1.2 Systematically code, classify and check data for accuracy and reliability in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Analyse data and assign costs	2.1 Analyse costs and identify cost behaviour characteristics 2.2 Assign costs to specified products, services and organisational units, and reconcile data to ensure calculations are accurate and comply with organisational procedures 2.3 Ensure interpretation of revenues and costs is supported by valid analysis and is consistent with organisation's business performance objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Prepare cost reports and budgets	3.1 Obtain cost information advice from all sections of organisation when formulating cost reports and budgets 3.2 Ensure structure and format of budgets are clear and comply with management information requirements and organisational practices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Analyse variances and review costing system integrity	4.1 Calculate and analyse variances against budget 4.2 Ensure reports are accurate, comprehensive and comply with management information requirements and organisational practices 4.3 Use variance analysis to review effectiveness of cost assignment processes	<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 Diploma in Accounting. If applicants have not completed one or more of these core units previously or do not have sufficient evidence to show competence from work experience, then units are available to complete individually through NFI for \$209 per unit online.

The following represent the Elective units that may be completed and applicants must have completed at least BSBFIA401 and FNSACC301. These two units and one other elective unit listed below are compulsory but the other two elective units can be chosen by the applicant. If you need to study additional units, you may wish to consider FNSBKG404 and FNSBKG405 so that TPB educational requirements are met.

**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 legislative and 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 Make 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

**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 of 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 task specifications 2.4 Test formulae to confirm output meets task requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
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 requirements of 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 application without data loss or damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Represent numerical data in graphic form	5.1 Determine style of graph to meet specified requirements and manipulate spreadsheet data if necessary to suit graph requirements 5.2 Create graphs with labels and titles from numerical data contained in a spreadsheet file 5.3 Save, view and print graph within designated timelines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### BSBLDR402 Lead Effective workplace relationships

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Collect, analyse and communicate information and ideas	1.1 Collect relevant information from appropriate sources and analyse and share with the work team to improve work performance 1.2 Communicate ideas and information in a manner which is appropriate and sensitive to the cultural and social diversity of the audience and any specific needs 1.3 Lead consultation processes to encourage employees to contribute to issues related to their work, and promptly relay feedback to the work team in regard to outcomes 1.4 Seek and value contributions from internal and external sources in developing and refining new ideas and approaches 1.5 Implement processes to ensure that issues raised are resolved promptly or referred to relevant personnel as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Develop trust and confidence as leader	2.1 Treat all internal and external contacts with integrity, respect and empathy 2.2 Use the organisation's social, ethical and business standards to develop and maintain effective relationships 2.3 Gain and maintain the trust and confidence of colleagues, customers and suppliers through competent performance 2.4 Adjust interpersonal styles and methods to meet organisation's social and cultural environment 2.5 Lead and encourage other members of the work team to follow examples set according to organisation's policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Develop and maintain networks and relationships	3.1 Use networks to identify and build relationships 3.2 Use networks and other work relationships to provide identifiable benefits for the team and organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
4. Manage difficulties into positive outcomes	4.1 Identify and analyse difficulties and take action to rectify the situation within the requirements of the organisation and relevant legislation 4.2 Guide and support colleagues to resolve work difficulties 4.3 Regularly review and improve workplace outcomes in consultation with relevant personnel 4.4 Manage poor work performance within the organisation's processes 4.5 Manage conflict constructively within the organisation's processes	<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



## FNSACC505 Establish and maintain accounting information systems

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify and record system requirements	1.1 Prepare comprehensive specifications based on requirements of potential users that include system objectives, document specifications, and security and records requirements 1.2 Review features of any existing system and records to establish their suitability and usability 1.3 Establish recording processes according to accepted practice and in accordance with legislation and codes of practice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Evaluate alternative systems	2.1 Compare and measure features of various systems against user requirements to enable identification of alternative systems and solutions 2.2 Carry out cost–benefit analysis of alternative systems and solutions, and document recommendations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Evaluate acceptance test system	3.1 Test system in operational environment to ensure compliance with user requirements, company policy and guidelines, system specifications and relevant legislation or industry codes of practice 3.2 Obtain formal confirmation from all users on acceptability of new system or system changes against all criteria and system specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare system documentation	4.1 Prepare system documentation thoroughly and accurately, using easily understood language and in clear format to support system implementation and training 4.2 Consult users to ensure clarity, accuracy, thoroughness and usability of system documentation 4.3 Make system documentation easily accessible, and constantly review and update to ensure currency and accuracy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Implement reporting systems and records	5.1 Carry out implementation in accordance with specified guidelines and timelines, and establish contingency plans to deal with any potential delays or problems 5.2 Establish effective training schedules and programs to support implementation 5.3 Transfer all data from existing to new or modified system and records without error or loss 5.4 Update systems and records regularly to identify ongoing benefits and threats to organisation 5.5 Maintain files within organisational and statutory requirements, and identify and remedy discrepancies 5.6 Ensure integrity of systems and records complies with organisational and statutory requirements 5.7 Monitor transactions to identify taxation and other liabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Monitor reporting systems	6.1 Analyse and account for transactions, and correctly relate to accounting period 6.2 Communicate and promote processes for recording and classifying transactions to support internal verification of records 6.3 Standardise sources of input data and documentation in structured formats to minimise errors 6.4 Maintain back-ups in accessible location to safeguard data in accordance with organisational and audit requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>	<b>Verification</b>
7. Review reporting procedures	7.1 Systematically check sources of input data and documentation records for accuracy and reliability 7.2 Establish reporting requirements and analyse regularly to identify variations and compliance with established processes for recording and classifying transactions 7.3 Maintain written reports, explanatory notes and financial results to support source documentation	<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: .....

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Reporting action needed:

RPL Granted Report .....	RPL Not Granted Report .....	Defer RPL until evidence gathered
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Details of further action since first submission (if applicable): .....

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This Assessment was completed on behalf of The National Finance Institute by:

Name of Assessor: .....

Assessor's Signature ..... Date of Review: .....

Decision .....