



The National Finance Institute

PO Box 1354, Capalaba Business Centre, Qld 4157
Office 1300 765 400 Facsimile 07 3822 6003
enquiries@financeinstitute.com.au

www.financeinstitute.com.au

RECOGNITION OF PRIOR LEARNING (RPL)

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:

- FNS40611 Certificate IV in Accounting**
- Select units only from within the FNS40611 Certificate IV in 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 FNS40611 Certificate IV in 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.

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 = \$1595*

* \$1595 is the most payable to attain the FNS40611 qualification of 9 core and 4 elective units. Additional units undertaken through course completion are \$139 per unit.

What Will I Receive

The assessment decision will be made within 1 to 2 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



RPL PAYMENT AUTHORISATION

The National Finance Institute

Phone 1300 765 400 Fax 07 3822 6003

Applicant Information		Print Name IN FULL:	<input type="text"/>
Postal Address:	<input type="text"/>		
	<input type="text"/>	Post Code:	<input type="text"/>
Telephone:	Bus. Hrs:	Mobile:	
E-mail:	<input type="text"/>		Date of birth:
			<input type="text"/>

Product Details

I am applying for Recognition of Prior Learning with the National Finance Institute and wish to pay for my application as below. I understand the cost per person for processing an RPL application is \$995:

My tax invoice/receipt should be made out as per my details above, OR as below:

Payment

PayPal See www.financeinstitute.com.au/paypal and choose RPL

Direct Deposit Bank deposit details: The National Finance Institute, BSB 114 879, Account 003 139 833

Cheque Made payable to The National Finance Institute (to be included with RPL submission)

Credit Card: Type: (Amex/Visa/Diners/MasterCard) Amount: \$.....

Number:

Expiry Date: **Last 3 digits on rear:**

Name on Card:

Signature: Date:

All information provided by the applicant on this form is subject to the Privacy Act 1988

Important Notice To Applicants For Credit (Section 18(E)(1) Privacy Act 1988 / Notice of disclosure of your credit information to a credit-reporting agency. (Privacy Act 1988). NFI may give information about you to a credit reporting agency, for the following purposes: Where NFI is a current credit provider to you or has provided a service and payment is overdue by more than 60 days or following notice given to show that your intention is not to comply with your credit obligations.

Please forward submission to NFI

By facsimile to **Fax: (07) 3822 6003**

Or mail to: **PO Box 1354, Capalaba Business Centre, Brisbane Qld 4157**

Or email to: enquiries@financeinstitute.com.au

RPL APPLICATION FORM

Applicant Details:

1. Occupation for which you are seeking recognition (if applicable)			
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	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?		

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

FNS40611 Certificate IV in 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
CORE UNITS				
FNSACC301A	Process financial transactions and extract interim reports			
FNSACC403B	Make decisions in a legal context			
FNSACC404A	Prepare financial statements for non-reporting entities			
FNSACC406A	Set up and operate a computerised accounting system			
FNSBKG404A	Carry out business activity and instalment activity statement tasks			
FNSINC401A	Apply principles of professional practice to work in the financial services industry			
BSBFIA401A	Prepare financial reports			
BSBITU306A	Design and produce business documents			
BSBOHS201A	Participate in OHS processes			
ELECTIVE UNITS				
FNSACC302A	Administer subsidiary accounts and ledgers			
FNSACC303A	Perform financial calculations			
FNSACC401A	Process business tax requirements			
FNSACC402A	Prepare operational budgets			
FNSACC405A	Maintain inventory records			
FNSACC407A	Produce job costing information			

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never, I wish to undertake this course unit
FNSACM401A	Evaluate and authorise payment requests			
FNSBKG405A	Establish and maintain a payroll system			
FNSORG505A	Prepare financial reports to meet statutory requirements			Not Available as course unit
FNSORG506A	Prepare financial forecasts and projections			Not Available as course unit
BSBITU402A	Develop and use complex spreadsheets			
BSBWRT301A	Write simple documents			

Rules

Total number of units required = 13

9 core units *plus* 4 elective units

- To be successful in the RPL process, applicants must demonstrate competency to their signee for ALL (9) of the core units listed above and at least 1 (and up to 4) of the elective units listed above however they may have up to 3 electives from Certificate III, IV or Diploma qualification in any currently endorsed Training Package or accredited course. Units from this category 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 NFI online in order to attain the full Certificate IV FNS40611 qualification.

Declaration

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

Candidate 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.

FNSACC301A Process financial transactions and extract interim reports

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Check and verify supporting documentation	1.1. Information from documents is identified, checked and recorded 1.2. Supporting documentation is examined 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. Deposits and withdrawals are accurately entered and balanced according to organisational procedures 2.2. Cheques and card vouchers are checked for validity before processing 2.3. Banking documentation is reconciled with organisation's financial records 2.4. Petty cash claims and vouchers are checked, processed and recorded and the petty cash book is balanced 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. Invoices are prepared in accordance with organisational procedures 3.2. Invoices are checked against source documents for accuracy and any errors corrected 3.3. All invoices and related documents are filed for auditing purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare journals and batch monetary items	4.1. Journals are prepared accurately and completely and items batched within organisational timelines 4.2. Batch items are precisely matched to initial receipt records 4.3. Journals are authorised 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. Journals are posted to ledger accurately and in accordance with organisation input standards with transactions correctly allocated to system and accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
6. Enter data into system	<p>6.1. Data is entered into system accurately and in accordance with organisation input standards with transactions correctly allocated to system and accounts</p> <p>6.2. Related systems are updated to maintain the integrity of relationships between financial systems</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7. Prepare deposit facility and lodge flows	<p>7.1. A deposit facility is selected appropriate to the banking method to be used</p> <p>7.2. Batch is balanced with deposit facility without error</p> <p>7.3. Security and safety precautions are taken appropriate to the method of banking in accordance with organisational policy and industry and legislative requirements</p> <p>7.4. Proof of lodgement is obtained and filed so that it is easily accessible and traceable</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC403B Make decisions in a legal context

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Evaluate legal context for financial services work	<p>1.1 Australian legal systems and processes are identified</p> <p>1.2 The functions of the courts and other regulatory bodies are identified</p> <p>1.3 Implications of relevant legislation, regulation and legal precedent are identified and applied in making operational decisions</p> <p>1.4 Advice and guidance is sought to evaluate and moderate decision processes</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify compliance requirements	<p>2.1 Compliance requirements are interpreted accurately</p> <p>2.2 Legislative and regulatory sources of information are regularly reviewed to identify changes to compliance requirements</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Develop procedures to ensure compliance	<p>3.1 Procedures are developed in consultation with others to address compliance requirements</p> <p>3.2 Timetables to meet compliance requirements are established to align with statutory deadlines</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC404A Prepare financial statements for non-reporting entities

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Compile data	1.1. Data is systematically coded, classified and checked for accuracy and reliability in accordance with organisational policies and procedures 1.2. Internal and external financial data is checked to ensure consistency and accuracy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Prepare reports	2.1. Charts, diagrams and supporting data are presented in an appropriate manner 2.2. Reports are prepared following a clear and appropriate structure and format and to conform with organisation requirements 2.3. Statements and data are error free and comprehensive with the full report cross-checked against original data and accounting standards 2.4. Any necessary corrections are made and verified and authorised by relevant persons	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC406A Set up and operate a computerised accounting system

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Implement an integrated accounting system	1.1. The general ledger, chart of accounts and subsidiary accounts are implemented in accordance with organisational requirements, procedures and policies 1.2. Customers, suppliers and inventory items are set up in the system to meet organisational requirements and the reporting requirements of Goods and Services Tax (GST) 1.3. Appropriate technical help is used to solve any operational problems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Process transactions within the system	2.1. Input data is collated, coded and classified before processing 2.2. A wide range of cash and credit transactions are processed in both a service and trading environment 2.3. The general journal is used to make any balance day adjustments for prepayments and accruals 2.4. System output are regularly reviewed to verify the accuracy of data input and adjustments made for any detected processing errors 2.5. An end of financial year rollover is performed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3. Maintain the system	3.1. Any new general ledger accounts, customer, supplier, inventory and fixed asset records are added as required 3.2. An existing chart of accounts, customer, supplier, inventory and fixed asset records and subsidiary accounts are maintained and updated 3.3. The chart of accounts is customised to meet the reporting requirements of the organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Produce reports	4.1. Reports to indicate the financial performance and financial position of the organisation and for GST purposes are generated as required or requested 4.2. Reports to ensure that subsidiary ledgers and accounts reconcile with the general ledger are generated 4.3. Reports, which ensure that the bank account reconciles with the bank statement, over at least two reporting periods are generated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Ensure system integrity	5.1. Regular back-ups of the system are made to ensure against loss or corruption of data 5.2. Data are restored from back-ups in the event of loss or corruption of current data 5.3. A secure record of all processed transactions is maintained for audit purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSBKG404A Carry out business activity and installment activity statement tasks

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify individual compliance and other requirements	1.1. Legislative and regulatory requirements and organisational and industry requirements relating to Activity Statements are researched, documented and expert advice is sought to clarify issues where applicable. 1.2. Requirements for information, advice or services outside the individual's scope of operation are identified and additional information, advice or services are accessed, and networks are established and used where necessary 1.3. Lodgement schedule requirements are identified and documented 1.4. Entity's cash flow and payment options are assessed and discussed with management to ensure sufficient funds	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
2. Recognise and apply GST implications and code transactions	2.1. GST principles are identified, applied and recorded 2.2. Purchases and/or payments are identified, coded as per GST classifications and split into capital and non-capital as appropriate 2.3. Sales and/or receipts are identified and coded as per GST classifications 2.4. Accounting data is processed to comply with tax reporting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Report on payroll activities	3.1. Total salaries, wages and other payments for the accounting period are identified and reconciled 3.2. Amounts withheld from salaries, wages and other payments for the accounting period are identified and reconciled in conjunction with payroll department if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Report on other amounts withheld , Pay As You Go (PAYG) instalments and taxes	4.1. Amounts withheld from other payments for the accounting period are identified and reconciled in conjunction with other departments if applicable 4.2. PAYG instalment amount is verified or, where applicable, calculated or, where applicable, calculated for other taxes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Complete and reconcile the Activity Statement	5.1. Activity Statement reports are generated where required, checked and validated with any errors identified and correctional bookkeeping entries made 5.2. Adjustments for previous quarters, months or year-end are made where necessary 5.3. BAS and/or IAS return is completed in accordance with up-to-date statutory, legislative, regulatory and organisational schedule 5.4. Figures completed on the BAS/IAS form are reconciled to journal entries, profit and loss statement, GST and other control accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Lodge Activity Statement	6.1. Activity Statement is checked and signed off by an appropriate person as identified by statutory, legislative and regulatory requirements 6.2. Activity Statement is dispatched in accordance with statutory, legislative and regulatory requirements 6.3. Payment/refund is processed and recorded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSINC401A Apply principles of professional practice to work in the financial services industry

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify the scope, sectors and responsibilities of the industry	1.1. External forces impacting on the financial services industry are identified and considered in carrying out activities 1.2. The main sectors of the financial services industry and the interrelationship between sectors are identified and considered in carrying out activities 1.3. The roles and responsibilities of other participants in the financial services industry are identified and considered in carrying out activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify and apply financial services industry guidelines, procedures and legislation	2.1. Information on relevant legislation, regulations and codes of practice is collected, analysed and effectively applied to the job role 2.2. Own work practice is clarified and regularly refined in light of relevant legislation, regulations and codes of practice and organisation policies, guidelines and procedures 2.3. Relevant codes of practice are used to guide an ethical approach to workplace practice and decisions	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Identify sustainability issues for the financial services industry	3.1. Information on sustainability policies, strategies and impacts on industry is obtained and from a range of sources and analysed 3.2. Environmental sustainability is identified as an integral part of business planning and promoted as a business opportunity 3.3. Work planning incorporates and supports triple bottom line principles	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Manage information	4.1. Relevant documents and reports that could impact on work effectiveness and compliance are read and understood, and any implications discussed with appropriate persons 4.2. Documents, reports, data and numerical calculations are analysed, checked, evaluated and organised to meet customer and organisation requirements 4.3. Information is presented in a format appropriate for the audience	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
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. Give the team support to identify and resolve problems which impede its performance 5.4. Ensure own contribution to work team serves as a role model for others and enhances the organisation's image within the work group the organisation and with clients/customers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Plan work to be completed taking into consideration time, resources and other constraints	6.1. Tasks to be done and relevant conditions are determined and work planned either for working autonomously or with others in a team environment 6.2. Work is planned for a given period managing resources, time and priorities 6.3. Contributions are made to organisation planning process as required to achieve service improvement 6.4. Changes in technology and work organisation are adapted to in a timely manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7. Develop and maintain personal competency	7.1. Professional development needs and goals are identified and reviewed on a regular basis 7.2. Competency, authorisation and licensing requirements are clarified and complied with 7.3. Professional development opportunities that reflect needs and goals are sought and completed in an agreed upon timeframe	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBFIA401A 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

BSBITU306A 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 according to organisational requirements 3.2. Check document produced to ensure it meets task requirements for style and layout 3.3. Store document appropriately and save document to avoid loss of data 3.4. Use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Finalise document	4.1. Proofread document for readability, accuracy and consistency in language, style and layout prior to final output 4.2. Make any modifications to document to meet requirements 4.3. Name and store document in accordance with organisational requirements and exit the application without data/loss damage 4.4. Print and present document according to requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBOHS201A Participate in OHS processes

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Work safely	1.1. Follow established safety procedures when conducting work 1.2. Carry out pre-start systems and equipment checks in accordance with workplace procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Implement workplace safety requirements	2.1. Identify designated persons for reporting queries and concerns about safety in the workplace 2.2. Identify existing and potential hazards in the workplace, report them to designated persons and record them in accordance with workplace procedures 2.3. Identify and implement workplace procedures and work instructions for controlling risks 2.4. Report emergency incidents and injuries to designated persons	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Participate in OHS consultative processes	3.1. Contribute to workplace meetings, inspections or other consultative activities 3.2. Raise OHS issues with designated persons in accordance with organisational procedures 3.3. Take actions to eliminate workplace hazards or to reduce risks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Follow safety procedures	4.1. Identify and report emergency incidents 4.2. Follow organisational procedures for responding to emergency incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Note:

As previously stated the above 9 core topics are compulsory to achieving RPL for Certificate IV in Accounting. If applicants haven't completed one or more of the core units previously they can complete them individually through NFI for \$139 per unit (online only).

The following represent the **Elective units** that may be completed and applicants must have completed at least 1 (and up to 4) of the elective units listed below however they may have up to 3 electives from Certificate III, IV or Diploma qualification in any currently endorsed Training Package or accredited course. Only have the units you are competent in signed off. If they are not listed below please enter them in the space provided in the Self-assessment Questionnaire.

ELECTIVE UNITS:**FNSACC302A Administer subsidiary accounts and ledgers**

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Review accounts receivable process	1.1. Receipts entered into accounts receivable system are checked for accuracy, consistency and thoroughness 1.2. Incorrect entries are identified and accurately recorded according to type and source of receipt 1.3. Discrepancies between monies owed and monies paid are identified and investigated according to organisation policy, procedures and guidelines 1.4. Receipts entered into accounts receivable system are amended according to established procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify bad and doubtful debts	2.1. Debtors ledger is regularly reviewed in accordance with organisation policy and guidelines to identify outstanding monies and further information, if required, sought from relevant sources 2.2. Bad or doubtful debt status is verified through liaison with debtors 2.3. Reporting procedures and appropriate documentation for bad and doubtful debts is completed in accordance with organisation policy and guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3. Review compliance with terms and conditions and plan recovery action	3.1. Clients in default of trading terms are correctly identified according to organisation operating procedures and contacted promptly and courteously to make satisfactory arrangements to pay monies outstanding 3.2. Monies owing that constitute breaches of organisation credit policy are actioned in accordance with organisation policy and procedures 3.3. Previous activities and communication with clients are thoroughly reviewed to establish adequacy of follow-up procedures, and whether all usual organisation recovery avenues have been exhausted 3.4. Plans to pursue debt recovery or to initiate legal action are developed with measures to collect monies completed in accordance with organisation policy, guidelines and timelines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Prepare reports and file documentation	4.1. Reports are prepared which document accounts receivable, debt recovery type, cause and recovery plan and distributed to supervisors, managers and other relevant parties 4.2. Documentation is filed promptly in accordance with organisation policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Distribute creditors invoices for authorisation	5.1. Invoice discrepancies are identified, investigated and rectified and invoices encoded and recorded correctly 5.2. Authorisation for payment is requested from appropriate personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6. Remit payments to creditors	6.1. Cheque requisition is correctly drawn up and authorised and the correct general ledger to be drawn against identified 6.2. Correct account is debited in a timely manner and in accordance with legislative and compliance requirements 6.3. Creditors payments are prepared in an 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. Data is collected and entered onto spreadsheet giving details of creditors and amounts paid and a report prepared for ratification by appropriate management 7.2. Statements of outstanding balances are sought from suppliers where required and balances outstanding are reconciled to invoices received	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC303A Perform financial calculations

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Obtain data and resources for financial calculations	1.1. Input data is obtained and verified as relevant for workplace calculations 1.2. Outcomes of calculations are determined and confirmed from task specifications 1.3. Relevant resources and equipment to perform the calculations effectively are acquired 1.4. Simple spreadsheets are developed 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. Hand held calculators are primarily used for performing calculations with other equipment that may be required identified and obtained as necessary 2.2. Calculations to complete the work requirements are performed using appropriate techniques 2.3. Data used in calculations is rechecked against task specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Check calculations and record outcomes	3.1. Results are checked to ensure the calculations are accurate, meet the required outcomes with common computational errors recognised and corrected where required 3.2. Calculation results are recorded to industry standards and enterprise requirements 3.3. Calculation worksheets are stored or electronically filed for future use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC401A Process business tax requirements

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Maintain accounting records for taxation purposes	1.1.The accounting system for taxation is accessed and correctly interpreted 1.2.Adequate records to support the taxation accounting system are established and maintained 1.3. Specific taxation requirements for business documents are complied with	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Establish and maintain a process for managing business tax returns	2.1.An accounting system is established to manage taxation lodgements process 2.2.Sufficient and current records are maintained to comply with lodgement requirements 2.3. Lodgment schedule requirements are established and met	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Process business tax returns and lodgments	3.1. Required returns and lodgments are identified and used appropriately 3.2.Accounting data is processed to comply with taxation reporting requirements 3.3>Returns and lodgments are drafted for review by authorised personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC402A Prepare operational budgets

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Prepare the budget	1.1. Budget objectives are confirmed and consistent with organisational aims, projects and forecasts 1.2.Cash, expenditure and revenue items are clearly defined and relevant to the identified objectives of the budget 1.3.Discussions and negotiations with stakeholders that the budget applies to are conducted in a manner that promotes goodwill and ongoing cooperation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Set the budget timeframe	2.1. Milestones and performance indicators are identified and included in the budget 2.2.Annual budgets are broken down into seasonal periods in accordance with operating trends	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Document the budget	3.1. Data is presented in a format that is easily understood and appropriate to budget reporting 3.2. Reports are completed within timelines and distributed for specified periods and projects	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC405A Maintain inventory records

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Process inventory purchase	1.1. Purchase of inventory is recorded from appropriate documentation in subsidiary ledger 1.2. Periodic and perpetual records of inventory are maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Record inventory flows	2.1. Inventory flow assumptions are applied as appropriate 2.2. Inventory is valued 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. All inventory records to the accounts are reconciled in accordance with organisation's policies, procedures and practices 3.2. Discrepancies are identified and actioned according to organisation's policies, 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. Schedules of inventory turnover and other procedures are developed and documented 4.2. Spreadsheets and ad hoc reports reporting on inventory status are prepared as required or requested	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACC407A Produce job costing information

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Gather and record operating and cost data	1.1 Data is extracted from established systems 1.2 Data is systematically coded, classified and checked for accuracy and reliability in accordance with organisational policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Produce cost reports	2.1 Costs are assigned to specified products and services 2.2 Data is reconciled to ensure calculations are accurate and comply with organisational procedures 2.3 Cost information advice is sought from all sections of the organisation when formulating budgets 2.4 Structure and format of budgets and reports are clear and conform to management information requirements 2.5 Variances against budget are identified 2.6 Reports are error free, comprehensive and comply with management requirements and organisational practices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSACM401A Evaluate and authorise payment requests

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Verify validity and accuracy of payment request	<p>1.1. Payment requests are matched to order or other supporting information to ensure validity of payment and to comply with internal control requirements</p> <p>1.2. Supporting documentation is checked to ensure it is correct and complete and an authorisation of request is confirmed with any discrepancies followed up without delay</p> <p>1.3. Confirmation of goods or services supply is obtained where required to validate request for payment</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Prepare payment documentation	<p>2.1. All payments are coded and allocated to accounts accurately with payments matched against invoice or other relevant documentation</p> <p>2.2. All documentation is completed in accordance with organisation policy and procedures</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Authorise payment	<p>3.1. All payments are authorised accurately and according to organisation policy and procedures</p> <p>3.2. Funds are not released prior to authorisation of payment in accordance with organisation procedures</p> <p>3.3. Payment authorisations are within relevant authority levels and follow relevant organisation policy and procedures and industry and legislative requirements</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSBKG405A Establish and maintain a payroll system

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Record payroll data	<p>1.1. Payroll system is checked and set up if necessary to ensure that employee data is included</p> <p>1.2. Payroll data is checked and discrepancies are clarified with designated persons</p> <p>1.3. Employee pay period details, deductions and allowances are entered in payroll system in accordance with source data</p> <p>1.4. Payment due to individual employees is calculated to reflect standard pay and variations in accordance with employee source data</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
2. Payroll preparation	<p>2.1. Payroll preparation takes place within designated timelines in accordance with organisational policies and procedures</p> <p>2.2. Employee entitlements are calculated, recorded and reconciled in accordance with legislative requirements</p> <p>2.3. Total payments for pay period are reconciled, and irregularities are checked and corrected, or referred to designated persons for resolution</p> <p>2.4. Arrangements for payment are made in accordance with organisational and individual requirements</p> <p>2.5. Authorisation of payroll and individual pay advice is obtained in accordance with organisational requirements</p> <p>2.6. Payroll records are produced, checked and stored in accordance with organisational policy and security procedures</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Handle payroll enquiries	<p>3.1. Payroll enquiries are responded to in accordance with organisational and legislative requirements</p> <p>3.2. Information is provided in accordance with organisational and legislative requirements</p> <p>3.3. Enquiries outside area of responsibility or knowledge are referred to designated persons for resolution</p> <p>3.4. Additional information or follow-up action is completed within designated timelines in accordance with organisational policies and procedures</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Maintain payroll	<p>4.1. All information and record keeping relating to the payroll function is maintained in accordance with relevant legislation and regulations</p> <p>4.2. Month-end and year-end checklists are produced and reconciled to ensure compliance with relevant legislative and management deadlines</p> <p>4.3. Records and systems are updated in line with salary reviews and other changes in employment status</p> <p>4.4. Back-up and disaster recovery systems are put in place</p> <p>4.5. Payroll reports are generated and distributed in line with organisational policy</p> <p>4.6. Business Activity Statement (BAS) data is extracted and applied in accordance with relevant legislation and regulations</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSORG505A Prepare financial reports to meet statutory requirements

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify statutory requirements for reports	1.1. Information on statutory rules are regularly and comprehensively reviewed to ensure all requirements for reporting are planned for and met in the required manner 1.2. Sources of data are constantly reviewed to remain aware of changes and amendments 1.3. Existing reports are used as a guideline for content and format where available	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Plan for provision of reports	2.1. Timelines are established in order to meet report deadlines and data requirements communicated to internal users unambiguously 2.2. Lead times are set that ensure adequate time is available and allowance made for contingencies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Analyse and consolidate reports	3.1. Reports are reviewed to ensure accuracy with internal accounting records and completeness of data and reviewed and cross-referenced against detailed statutory requirements 3.2. Explanation of report results is justified where necessary in the required format 3.3. Reports are prepared in an accurate, timely and thorough manner and with a detailed and clear audit trail to ensure comprehensive financial monitoring can be carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Submit reports for authorisation	4.1. All reports comply fully with auditor requirements 4.2. All required sign-offs, approvals and authorisations are obtained from responsible parties	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Distribute reports	5.1. Authorised reports are distributed to all parties in a timely manner 5.2. Confirmation of receipt of reports is obtained in order to complete organisation record of compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

FNSORG506A Prepare financial forecasts and projections

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Plan preparation timetable	1.1.All critical milestones are identified to ensure financial forecasts and projections can be prepared within timeframes 1.2.Business plans, financial forecasting and processing systems are reviewed to identify timeframes and parameters and any potential conflicts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify assumptions and parameters	2.1.Business plans and exception reports are reviewed to identify and resolve conflicts in assumptions 2.2.Assumptions and parameters are reviewed to ensure compliance with organisation policy and procedures 2.3. Current and historical financial reports are analysed to establish trends and the external environment examined to gain an objective overview	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Issue instructions and relevant aids for preparation of forecasts and projections	3.1.Instructions issued are clear and unambiguous and comply with organisation format to ensure ease of use and consistency of interpretation 3.2.Types of business are identified to enable effective financial models to be selected with training provided to ensure comprehensive understanding and effective use of the models by users	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Collect, consolidate, model and analyse data	4.1.Data is reviewed to ensure consistency with actual results and model used with analysis results documented in a clear and unambiguous way 4.2.Data collected are reliable, valid, complete and comprehensive 4.3.Processing is completed in accordance with established timetable and data are consolidated in a logical structured format that enables ready analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Document results and obtain approval	5.1.Results are documented in a clear and understandable manner and in a format suitable to meet needs of target users 5.2.All approvals are obtained in accordance with management objectives, financial and organisation policies and the results distributed within the timetable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

BSBITU402A 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

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 time lines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
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BSBWRT301A Write simple documents

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Plan document	1.1. Determine audience and purpose for the document 1.2. Determine 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 required additional information	<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

[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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.....
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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