



## 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](http://www.financeinstitute.com.au)

### **RECOGNITION OF PRIOR LEARNING (RPL)**

#### **FNS50217 Diploma of Accounting**

##### **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, Credit Transfer and study 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:*

- FNS50217 Diploma of Accounting**
- Select units only from within the FNS50217 Diploma of Accounting range of competencies as highlighted within my submission**

##### **Entry Requirements**

Completion of the following six units, or their equivalent, which constitute the requirements for the FNSSS00014 Accounting Principles Skill Set.

OR completion of FNS40615 Certificate IV in Accounting or equivalent;

OR completion of FNS40215 Certificate IV in Bookkeeping or equivalent.

FNSACC311 Process financial transactions and extract interim reports

FNSACC312 Administer subsidiary accounts and ledgers

FNSACC408 Work effectively in the accounting and bookkeeping industry

FNSACC416 Set up and operate a computerised accounting system

FNSTPB401 Complete business activity and instalment activity statements

FNSTPB402 Establish and maintain payroll systems.

### 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 FNS50217 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 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, Bookkeeping and BAS 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 qualification?
- Is the applicant's knowledge and skill current?
- Has the applicant's CV been verified as true and correct?
- Are the skills and knowledge level 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. See below for how this would affect fees.

### What Will I Receive

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

### How to Submit your Application

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

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

**Scan:** enquiries@financeinstitute.com.au

### Fee / Payment information

Overleaf you will find your payment options. If RPL is not granted for the qualification, the cost of studying individual units from the qualification will be to the maximum fee payable for the full course fee. RPL may be comprised of RPL and proof of prior study ie. Credit Transfer (CT).

Examples: Assume applicant DOES already hold a Certificate IV in Bookkeeping/Accounting qualification or the required Skills Set pre-requisites.

- RPL fee paid of \$995, then:

Applicant 1 – RPL approved for full qualification by RPL/CT = no further payment required

Applicant 2 – RPL approved for 8 out of 11 units = 3 units require studying at \$205 per online unit

Applicant 3 – RPL approved for only 1 out of 11 units = 10 units require studying – as full online course study fee is \$2050, less the \$995 already paid, balance for studying 10 units online is just \$1055

Examples: Assume applicant DOES NOT already hold a Certificate IV in Bookkeeping/Accounting or the required Skills Set pre-requisites.

- RPL fee paid of \$995, then:

Applicant 1 – RPL approved for full qualification including 6 Skills Set units = no further payment required

Applicant 2 – RPL approved for 6 Skills Set units only = 11 Diploma units require studying at \$205 per online unit

Applicant 3 – RPL approved for only 4 out of 11 Diploma units = 6 Skills Set units + 7 Diploma level units require studying. As full package fee for Skills Set + Diploma course units study fee is \$2500 (for 17 units), less the \$995 already paid, balance for studying 13 units online is \$1505

## FNS50217 RPL APPLICATION FORM

*This information is not shared outside of ASQA RTO purposes*

### 1. Applicant's Details

First Name: \_\_\_\_\_ Gender:  Male  Female

Middle Name (if applicable): \_\_\_\_\_ Date of birth: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact details: Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Country of birth: \_\_\_\_\_ City of birth: \_\_\_\_\_

Australian citizen:  Yes  No - if No, what is your country of citizenship: \_\_\_\_\_

Current employment status:  Full time  Part time  Self-employed  Not working/made redundant

Language spoken at home: \_\_\_\_\_ Proficiency in spoken English:  Very well  Well  Not well

What year did you finish high school? \_\_\_\_\_

Highest level of education completed:  Bachelor  Diploma  Certificate  Year 12  Other \_\_\_\_\_

Invoice/receipt to be as follows:  Trainee name as above OR: \_\_\_\_\_

(if invoice is not to be in the trainee name, please detail the company/business name and address for the invoice/receipt)

**What is your USI?** \_\_\_\_\_ USIs are essential for qualifications since 2015.

If you don't know your USI (Unique Student Identifier) please go to the link below to create or retrieve it.

[www.usi.gov.au](http://www.usi.gov.au)

### PAYMENT METHOD

Payment is required ahead of NFI's assessor commencing the review of your submission. If you are choosing Direct Deposit, please make your payment immediately before or immediately after you send us your RPL submission. Payment is required irrespective of outcome. Where the outcome is a part non-approval, payment can be used in full towards course study. Once the RPL review has begun, refunds are not possible based on change of mind.

**PayPal** - PayPal payment – please request a PayPal link for funds payment be emailed to you

**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:** \_\_\_\_\_ **CCV** \_\_\_\_\_

**Expiry date:** \_\_\_\_\_ **Name on Card:** \_\_\_\_\_

**Total Amount authorised:** \$ \_\_\_\_\_  RPL fee for Full qualification is \$995 (required)

**Signature:** ..... **Date:** .....

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



<b>6. Professional Referee (relevant to work situation)</b>	
Name	.....
Position	.....
Organisation	.....
Phone Number	.....
Mobile Number	.....
Email Address	.....
If no referee nominated, please explain your situation.	

<b>7. Employment History:</b>					
Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time/ Part-time/ Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

**Attach additional sheets if required**



## APPLICATION – Self-Assessment Questionnaire

### FNS50217 Diploma of Accounting

**Applicant Name:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

Please identify your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never, I wish to study this course unit
<b>CORE UNITS</b>				
FNSACC511	Provide financial and business performance information			
FNSACC512	Prepare tax documentation for individuals <sup>1</sup>			
FNSACC513	Manage budgets and forecasts			
FNSACC514	Prepare financial reports for corporate entities <sup>#</sup>			
FNSACC516	Implement and maintain internal control procedures			
FNSACC517	Provide management accounting information			
<b>ELECTIVE UNITS - 5 elective units</b>				
BSBFIA401	Prepare financial reports			
BSBITU402	Develop and use complex spreadsheets			
BSBLDR402	Lead effective workplace relationships			
FNSACC408	Work effectively in the accounting and bookkeeping industry			
FNSACC505	Establish and maintain accounting information systems			

<sup>#</sup> Note the following prerequisite unit requirements for FNACC514:

- BSBFIA401 Prepare financial reports
- FNSACC311 Process financial transactions and extract interim reports

<b>SKILLS SET UNITS (PRE-REQUISITES FOR FNS50217 DIPLOMA OF ACCOUNTING) *</b>				
FNSACC511	FNSACC311 Process financial transactions and extract interim reports			
FNSACC512	FNSACC312 Administer subsidiary accounts and ledgers			
FNSACC513	FNSACC408 Work effectively in the accounting and bookkeeping industry			
FNSACC514	FNSACC416 Set up and operate a computerised accounting system			
FNSACC516	FNSTPB401 Complete business activity and instalment activity statements			
FNSACC517	FNSTPB402 Establish and maintain payroll systems;			

\* OR Completion of FNS40615 Certificate IV in Accounting or equivalent; OR Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.



## Rules

**Total number of units of competency for full qualification = 11**

**6 core units plus 5 elective units**

To gain the full qualification the applicant must demonstrate competency for the 6 core units plus 5 elective units.

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- all 5 units may be chosen from the elective units listed below
- up to 2 units may be from a Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

If the applicant has not completed the required entry requirements (Skills Set units or Certificate IV) but believe that they have sufficient skills, knowledge and experience to apply for these via the recognition of prior learning process then they should refer to the FNS40217 RPL Application form. Alternatively, these Skills Set units can be undertaken through the NFI online e-learning platform at \$165 per online unit or \$205 per distance learning unit.

## Declaration

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

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

The Competency Statement / Checklist below must be completed by a third party. The checklist is verification by a third party that you as the applicant of RPL are proficient in all areas of the nominated industry core and elective units.

## 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 person declaring (ie. Peer / Supervisor / Manager) as signifying the trainee has the required skill in the element and performance criteria.

### FNSACC511 Provide financial and business performance information

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Assess client needs	1.1 Clarify and confirm client's expectations, goals and objectives 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 providing information and achieving client goals within agreed timeframes 1.4 Regularly review progress of plans against agreed criteria and clearly communicate results to client 1.5 Monitor client objectives and respond to changes in client needs	<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 authorities and sources according to organisational procedures 2.2 Compile and reconcile data to confirm that statements are accurate and comply with organisational procedures, statutory requirements, and standard financial reporting principles 2.3 Analyse data and reports in line with standard financial analysis techniques and client's business and personal objectives 2.4 Evaluate information in relation to the financial profitability, efficiency and stability of a business 2.5 Evaluate 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 and provide financial and performance advice to client	3.1 Formulate advice that 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 finance sources, and features of short-term and long-term finance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC512 Prepare tax documentation for individuals

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Gather client income data and verify client, organisational and legislative requirements	1.1 Consult with client to determine 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 authoritative sources, and identify and resolve outstanding information requirements through consultation with client 1.4 Identify assessable income and allowable deductions 1.5 Complete and record amounts according to organisational and legislative requirements 1.6 Identify discrepancies or unusual features and conduct research to resolve, or refer to designated authority 1.7 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

ELEMENT	PERFORMANCE CRITERIA	Verification
2. Identify, record and present client's non-complex income tax documentation	2.1 Calculate client's tax obligations according to legislative requirements and industry-accepted information gathering practices 2.2 Prepare required documentation within established timeframes 2.3 Seek advice and guidance from specialists to evaluate and moderate decision processes as required 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. Manage lodgement of client's non-complex income tax documentation	3.1 Submit required documentation to Australian Taxation Office (ATO) within established timeframes 3.2 Advise client of current tax obligations and information regarding expected future taxation authority advice 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

### FNSACC513 Manage budgets and forecasts

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Prepare budget	1.1 Establish budget objectives and confirm their consistency with organisational policies and procedures 1.2 Define cash, expenditure and revenue items and ensure items are relevant to budget 1.3 Identify and include milestones and performance indicators in budgets to monitor financial performance and break down annual budgets into seasonal periods according to operating trends	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Forecast estimates	2.1 Identify required data for forecasts and anticipate changes in circumstances 2.2 Establish assumptions and parameters and review for accuracy, relevance, and compliance with organisational policies and procedures 2.3 Provide realistic estimates of future cash flow, costs and revenues in line with ethical and organisational requirements, and support with verifiable evidence and source documentation 2.4 Identify financial risks and propose protection strategies according to organisational policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Document budget	3.1 Present data in a clear format appropriate to budget reporting 3.2 Complete reports for specified periods and projects within agreed timeframes 3.3 Identify feasibility of forecasts by comparing projections with market growth and development 3.4 Distribute budget report to required personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Monitor budget outcomes	4.1 Analyse budget variances according to organisational procedures, and make recommendations to address variances to client or designated person 4.2 Review budget processes and implement process changes as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC514 Prepare financial reports for corporate entities

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Compile and analyse data	1.1 Systematically code, classify and check data for accuracy and reliability according to organisational policy, procedures and accounting standards 1.2 Use conversion and consolidation procedures to compile data according to organisational policy and procedures 1.3 Transfer data to computerised systems as required 1.4 Record valuations in compliance with accounting standards 1.5 Identify and record effects of taxation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
2. Prepare reports	2.1 Present charts, diagrams, tables and supporting data in required format 2.2 Prepare reports according to statutory and ethical requirements, and organisational procedures relating to conflict of interest, confidentiality, and disclosure requirements 2.3 Confirm that structure and format of reports are clear and comply with statutory and organisational requirements 2.4 Review statements and data for errors and compliance with statutory requirements and organisational procedures, and amend as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC516 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 their application to operations 1.2 Seek clarification on the application of corporate governance requirements from authoritative sources 1.3 Review and develop internal control procedures that apply corporate governance requirements to internal operations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Implement internal control 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 timeframes 2.3 Develop timetables for implementing 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
3. Monitor internal control operating procedures	3.1 Develop applications of corporate governance requirements from authoritative sources and based on industry-standard practices 3.2 Report on performance indicators of internal operations to evaluate their compliance with internal control procedures 3.3 Identify and evaluate variations in adopting corporate governance requirements in operations to determine their causes 3.4 Develop and implement modifications to procedures to facilitate their compliance with internal control procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC517 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 according to 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 cost data and identify cost behaviour characteristics 2.2 Assign costs to specified products, services and organisational units, and reconcile data to confirm that calculations are accurate and comply with organisational procedures 2.3 Confirm that interpretation of costs is supported by valid analysis and is consistent with organisational 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 relevant sections of organisation when formulating cost reports and budgets 3.2 Confirm that 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 Confirm that 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

## ELECTIVE UNITS

**BSBFIA401 Prepare financial reports**

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Maintain asset register	1 Maintain asset register	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
1.1 Prepare a register of property, plant and equipment from fixed asset transactions in accordance with legislative and organisational policy and procedures	1.1 Prepare a register of property, plant and equipment from fixed asset transactions in accordance with legislative and organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
1.2 Determine method of calculating depreciation in accordance with organisational requirements	1.2 Determine method of calculating depreciation in accordance with organisational requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
1.3 Maintain asset register and associated depreciation schedule in accordance with organisational policy, procedures and accounting 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

**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
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
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

**FNSACC408 Work effectively in the accounting and bookkeeping industry**

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Develop professional working relationships	1.1 Clarify business needs and expectations of work to be done through clear communication with key stakeholders 1.2 Determine roles and responsibilities of various members of the accounting and tax profession according to business needs 1.3 Identify activities that fall outside own role and responsibilities, and identify networks of individuals able to carry out those activities 1.4 Refer business owner to networks for advice and services where applicable 1.5 Request feedback on range, type and quality of service to be provided and act on feedback, where applicable 1.6 Identify and use ethical principles and practices in own role and responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Identify compliance requirements and support materials	2.1 Obtain access to publications and software tools designed to assist in carrying out own work activities 2.2 Research legislative, statutory, regulatory and industry requirements for carrying out own work activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Set up and maintain systems to meet compliance requirements	3.1 Develop systems to support user needs 3.2 Develop instructions and guidelines for carrying out daily activities according to compliance requirements 3.3 Review and adapt systems as necessary on a regular basis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
4. Work autonomously or in a team to complete work activities	4.1 Determine tasks to be done and identify required conditions to work autonomously or in team environment 4.2 Plan work to manage resources, time and priorities 4.3 Provide feedback to team members to encourage, value and reward individual and team efforts, and contributions 4.4 Support team to identify and resolve problems that impede its performance 4.5 Adapt to changes in technology and work organisation in a timely manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Develop and maintain own competency	5.1 Identify and review own professional development needs and goals on regular basis 5.2 Clarify and comply with competency, authorisation and licensing requirements 5.3 Seek professional development opportunities that reflect own needs and goals in agreed timeframe	<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



ELEMENT	PERFORMANCE CRITERIA	Verification
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
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: .....

.....

.....

.....

Reporting action needed:

RPL Granted

RPL Not Granted

Defer RPL  
until evidence gathered

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

.....

.....

.....

.....

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

Name of Assessor: .....

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

Decision .....