



## The National Finance Institute

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### RECOGNITION OF PRIOR LEARNING (RPL)

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

### FNS40217 Certificate IV in Accounting and Bookkeeping

#### 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. However, the TPB requires those applying for RPL to undertake in full the assessment tasks for the FNSTPB401 (BAS) and FNSTPB402 (Payroll) units.

#### Which Qualification

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

- FNS40217 Certificate IV in Accounting and Bookkeeping**
- Selected units only from within the FNS40217 Certificate IV in Accounting and Bookkeeping range of competencies as highlighted within my submission**

#### RPL Procedure

Your submission should include the items listed below. It is envisaged that applicants will have a minimum of two years' experience in their role, in order to qualify for RPL on the FNS40217 Certificate IV in Accounting and Bookkeeping qualification. RPL involves a combination of evidence and study for units FNSTPB401 (BAS) and FNSTPB402 (Payroll) as a TPB requirement.

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

- Provide a detailed CV demonstrating your experience in the industry. This CV must be verified by a peer or superior. Please highlight any educational qualifications you have achieved or courses you have completed.
- Print the Competency Statement/Checklist (page 9 onwards) and have it completed by a peer or supervisor or manager.
- Provide a CV of the peer or superior signing off the RPL application as verification of their qualification to sign off your submission.
- 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, samples of your work, etc.
- Please provide evidence of the number of clients for whom you currently provide Accounting, Bookkeeping and BAS services. If your application is for the full FNS40217 qualification, which includes the FNSTPB401 BAS unit and the FNSTPB402 Payroll unit, you will be required to complete assessment tasks for both of these two units through NFI's online study portal (additional \$430), unless proof of prior study provided.
- 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?
- Have the BAS and Payroll assessment tasks been satisfactorily completed? The TPB will not accept RPL as the sole approval method for units FNSTPB401 (BAS) and FNSTPB402 (Payroll). Therefore all applicants intending to apply for membership of the TPB need to either provide proof of prior study of these two units (or their predecessors FNSBKG401 and FNSBKG405) or, undertake NFI's online assessment tasks for these two units (\$165 per study unit).\* Applicants may wish to commence these units while their RPL application is being reviewed.

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 audit purposes. If the applicant is granted RPL they will receive by mail an original certificate and the transcript of competencies that form the qualification. A TPB Statement of Assurance will also be provided.

## 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: RPL fee paid of \$995, then:

- Applicant 1: RPL approved for full qualification by RPL/CT where student proof of prior study of FNSTPB401 (BAS) and FNSTPB402 (Payroll) = no further payment required
- Applicant 2: RPL approved for full qualification where student does not have proof of prior study of FNSTPB401 and FNSTPB402 = online assessment tasks for two units, \$430
- Applicant 3: RPL approved for 10 out of 13 units = 3 units require studying at \$165 per online unit
- Applicant 4: RPL approved for only 3 out of 13 units = 10 units require studying – as full online course study fee is \$1650, less the \$995 already paid, balance for studying 10 units online is just \$655

## FNS40217 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 [www.usi.gov.au](http://www.usi.gov.au) to create or retrieve it.

### 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 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: \$** \_\_\_\_\_  **\$995** RPL fee for full qualification

**\$1,425** RPL fee of \$995 + \$430 for FNSTPB401 and FNSTPB402 assessable units

**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)

**2. Occupation for which you are seeking recognition (if applicable)** \_\_\_\_\_

**3. Current Employment**

Are you currently employed?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes, in which occupation are you currently employed?	.....
Who is your current employer?	.....

**4. Further Training**

Have you undertaken any training courses related to your occupation?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
<b>If Yes</b>	
What occupation were you trained in?	
Training completion date (month, year)?	
Country where you trained	
Name of course and institution (if applicable)	

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

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

<b>7. Employment History</b> (although this may be covered in your CV, please detail below and attached separate sheet if required)					
Name, Address and Phone number of Employers	Period of Employment (MM/YYYY)		Position Held	Full Time/ Part-time/ Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

Attach additional sheets if required

<b>8. BAS and PAYROLL-</b> if applicable, please explain below your experience in
1) preparation and submission of Business Activity Statements; and 2) Preparing, processing and maintaining Payroll services.
As indicated earlier, there will be assessment tasks required for the BAS and Payroll topics if no proof of prior study of these topics is submitted

<b>9. Documentation:</b> Please provide a list and brief description below of the documents you are attaching to your RPL submission	
<b>Document Description</b> (e.g. resume, photos, awards, etc.)	<b>Office Use Only</b> – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

## APPLICATION – Self-Assessment Questionnaire

### FNS40217 Certificate IV in Accounting and Bookkeeping

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

Please identify your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	I need to study this course unit
<b>CORE UNITS</b>				
BSBFIA401	Prepare financial reports			
BSBITU422	Use digital technologies to collaborate in the workplace			
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			
<b>ELECTIVE UNITS - select only 5 elective units</b>				
BSBCUS301	Deliver and monitor a service to customers			
BSBCUS403	Implement customer service standards			
BSBITU306	Design and produce business documents			
BSBITU402	Develop and use complex spreadsheets			
BSBSMB401	Establish legal and risk management requirements of small business			
BSBSMB402	Plan small business finances			
BSBSMB420	Evaluate and develop small business operations			
BSBWOR501	Manage personal work priorities and professional development			
BSBWRT301	Write simple documents			
FNSACC313	Perform financial calculations			
FNSACC405	Maintain inventory records			
FNSACC407	Produce job costing information			
FNSACC411	Process business tax requirements			

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	I need to study this course unit
FNSACC412	Prepare operational budgets			
FNSACC413	Make decisions in a legal context			
FNSACC414	Prepare financial statements for non-reporting entities			
FNSACM401	Evaluate and authorise payment requests			

## Rules

**Total number of units of competency for full qualification = 13**

**8 core units plus 5 elective units**

To gain the full qualification the applicant must demonstrate competency for all 8 core units listed above 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:

- the 5 elective units may be chosen from the elective units listed
- up to 2 units may be from a Certificate III, Certificate IV or 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 sufficient core or elective units from the above table they may complete them individually through study 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 on behalf of the applicant (ie. the applicant's Peer / Supervisor / Manager) as signifying the RPL applicant has the required skill in the chosen elements and performance criteria.

### BSBFIA401 Prepare financial reports

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

### BSBITU422 Use digital technologies to collaborate in the workplace

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Review existing digital technology use in the business	1.1 Identify current collaborative ways of working, particularly relating to the use of technology to support collaboration 1.2 Assess performance of current ways of working against organisational strategies and objectives 1.3 Collate information collected through review and provide to relevant personnel as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Identify opportunities to implement digital technologies for workplace collaboration	2.1 Identify available digital technologies by accessing relevant sources of information 2.2 Seek assistance from specialist advisors as required to determine relevant digital applications and specific information related to each 2.3 Assess existing collaborative methods against available and existing digital technologies to determine opportunities and priorities taking into account any associated costs and risks 2.4 Prepare a business case for implementing new digital solutions to support collaboration and seek approval where required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Implement and use digital technologies to collaborate in the workplace	3.1 Develop a plan to introduce new collaborative technologies, by assessing short-term and longer-term goals business objectives 3.2 Communicate and promote key features of the plan to others, referring to organisational strategies where relevant 3.3 Organise training and coaching for relevant personnel to maximise uptake and effectiveness	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**FNSACC311 Process financial transactions and extract interim reports**

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>	<b>Verification</b>
1 Check and verify supporting documentation	1.1 Identify, check and record information from financial documents 1.2 Examine supporting documentation to establish accuracy and completeness, and to confirm authorisation by required personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Prepare and process banking and petty cash documents	2.1 Enter and balance deposits and withdrawals according to organisational procedures 2.2 Confirm the validity of cheques and electronic payments before processing 2.3 Reconcile banking documentation against organisation's financial records 2.4 Check, process and record petty cash claims and vouchers, and balance petty cash book according to organisational procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Prepare and process payable and received invoices	3.1 Prepare invoices according to organisational policies and procedures 3.2 Check invoices against source documents for accuracy and correct identified errors 3.3 File invoices and related documents for auditing purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4 Prepare journals	4.1 Prepare required journal entries within organisational timeframes 4.2 Confirm authorisation of journals by required personnel, and process them according to organisational policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5 Update financial data and systems	5.1 Post journals to ledger in line with organisational input standards 5.2 Enter data into system according to organisational input standards and allocate transactions to system and accounts 5.3 Update related systems to maintain integrity of relationships between financial systems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6 Prepare deposit facility and lodge flows	6.1 Select deposit facility appropriate to banking method to be used 6.2 Apply security and safety measures required for banking method according to organisational policies and industry and legislative requirements 6.3 Obtain and file proof of lodgement according to organisational protocols	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7 Finalise trial balance and interim reports	7.1 Determine scope of any special transactions to be made, and process the transactions 7.2 Complete cash and credit journals and post to general ledger 7.3 Extract and check trial balance and prepare other required interim reports 7.4 Review trial balance and interim reports for accuracy and completeness 7.5 Finalise and file trial balance and interim reports according to organisational and regulatory requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**FNSACC312 Administer subsidiary accounts and ledgers**

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Review accounts receivable requirements	1.1 Check receipts entered into manual accounts receivable system for accuracy, consistency and completeness 1.2 Identify and make record of incorrect entries according to type and source of receipt 1.3 Identify and investigate discrepancies between monies owed and monies paid according to organisational policies, procedures and guidelines 1.4 Amend receipts entered into manual accounts receivable system according to established procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Identify bad and doubtful debts	2.1 Review debtor ledger according to organisational policies and guidelines to identify outstanding monies and seek further information where required 2.2 Verify bad and doubtful debt status through liaison with debtors 2.3 Complete reporting procedures and required documentation for bad and doubtful debts according to organisational policies and guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Review client compliance with terms and conditions and plan recovery action	3.1 Identify clients in default of trading terms according to organisational credit policies and operating procedures 3.2 Contact identified clients and promptly and courteously make satisfactory arrangements for payment of outstanding monies 3.3 Action organisational policy and procedures for monies owing that constitute breach of organisational credit policy 3.4 Review previous activities and communication with clients to establish adequacy of follow-up procedures, and determine whether usual organisational recovery avenues have been exhausted 3.5 Develop plans to pursue debt recovery or to initiate legal action, with measures completed in line with organisational policies, guidelines and timeframes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4 Prepare reports and file documentation	4.1 Prepare reports that document accounts receivable, debt recovery type and cause, and debt recovery plan 4.2 Distribute reports to supervisors, managers, and other designated parties 4.3 File documentation according to organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5 Distribute creditor invoices for authorisation	5.1 Identify, investigate and rectify invoice discrepancies and encode and record invoices correctly 5.2 Request authorisation for payment from designated personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
6 Remit payments to creditors	6.1 Draw up and ensure authorisation of cheque requisition 6.2 Collect and record data relating to creditor details and amounts paid according to organisational guidelines, and prepare report for ratification by management 6.3 Prepare creditor payment in line with organisational requirements 6.4 Prepare journal to record payment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
7 Reconcile outstanding balances	7.1 Obtain statements of outstanding balances from suppliers where required 7.2 Reconcile balances outstanding to invoices received	<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
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

**FNSACC416 Set up and operate a computerised accounting system**

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Implement integrated accounting system	1.1 Implement general ledger, chart of accounts, and subsidiary accounts according to organisational requirements, policies and procedures 1.2 Set up customers, suppliers and inventory items in system to meet organisational requirements and reporting requirements of goods and services tax (GST) 1.3 Identify sources of technical help and use them to solve operational problems	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Process transactions in system	2.1 Collate, code, and classify input data before processing 2.2 Process wide range of cash and credit transactions according to organisational policies and procedures 2.3 Use general journal to make balance day adjustments for prepayments and accruals 2.4 Regularly review system output to verify accuracy of data input, and make adjustments for detected processing errors 2.5 Perform end of financial year rollover	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3. Maintain system	3.1 Add new general ledger accounts, and customer, supplier, inventory and fixed asset records as required 3.2 Maintain and update existing chart of accounts, and customer, supplier, inventory and fixed asset records and subsidiary accounts 3.3 Customise chart of accounts to meet reporting requirements of organisation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Produce reports	4.1 Generate reports to indicate financial performance and financial position of organisation and for goods and services tax (GST) purposes 4.2 Generate reports that confirm that subsidiary ledgers and accounts reconcile with general ledger 4.3 Generate reports that confirm that system's bank account entries reconcile with bank statements 4.4 Establish systems and practices to ensure information is stored securely and according to legislative and organisational requirements 4.5 Maintain secure record of processed transactions for audit purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSTPB401 Complete business activity and instalment activity statements \*

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify compliance and other requirements applicable to business activity	1.1 Research and document legislative, regulatory, industry and organisational requirements relating to activity statements and seek expert advice to clarify issues where applicable 1.2 Review, interpret and apply legislation relating to taxes reported on activity statements 1.3 Identify, document and apply policies in relation to compliance with code of professional conduct as stipulated in legislation relevant to activity 1.4 Identify scope of services that can be provided by a Registered BAS Agent under the Tax Agent Services Act, including limitations of services compared to those of a Tax Agent 1.5 Identify and access information, advice and services outside own scope of operation; establishing and using networks where necessary 1.6 Identify and document lodgement schedule requirements 1.7 Assess entity's cash flow and payment options and arrangements, and initiate discussion with management to ensure sufficient funds are available to meet statutory requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Analyse and apply industry codes of conduct associated with work activities	2.1 Review, interpret and apply relevant industry codes of conduct and identify the applicable governing bodies 2.2 Document and apply relevant policies and procedures to ensure compliance with code of conduct requirements 2.3 Identify and document own competency development requirements relating to changes in legislation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Review and apply goods and services tax (GST) implications and code transactions	3.1 Identify, interpret and apply and record GST principles 3.2 Identify and code purchases and/or payments as per GST classifications 3.3 Identify and code sales and/or receipts as per GST classifications 3.4 Process accounting data to comply with tax and GST reporting requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Report on payroll activities and amounts withheld	4.1 Calculate and reconcile total salaries, wages and other payments for a reporting period to enter onto a BAS 4.2 Verify or calculate pay as you go instalment (PAYGI) amount where applicable, or calculate for other payments where applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Reconcile and prepare activity statement	5.1 Prepare and reconcile activity statement reports, identify and correct statement errors, and amend bookkeeping entries as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
	5.2 Review extraordinary transactions in the accounting system, including transactions involving capital acquisitions and imports 5.3 Make adjustments for previous quarters, months or year-end where necessary according to legislative guidelines 5.4 Complete BAS and/or IAS return according to current statutory, legislative, regulatory and organisational schedule 5.5 Reconcile figures completed on BAS and/or IAS form with journal entries, financial statements, GST and other control accounts	
6. Lodge activity statement	6.1 Check activity statement and ensure sign-off by authorising person required by statutory, legislative and regulatory requirements 6.2 Lodge activity statement according to statutory, legislative and regulatory requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSTPB402 Establish and maintain payroll systems \*

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Establish payroll requirements	1.1 Assess scope of payroll services that a business activity statement (BAS) agent can provide, and identify need for independent expert advice 1.2 Apply knowledge of legislation in relation to National Employment Standards, and legislative requirements in regard to payroll payments 1.3 Research and identify relevant state and modern awards, and employment agreements, regarding details to be set up in payroll system for individual employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Record payroll data	2.1 Configure payroll system with complete data provided by employee and employer 2.2 Review payroll data and clarify discrepancies with designated persons 2.3 Enter employee pay period details in payroll system in line with source data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Prepare and process payroll	3.1 Conduct payroll preparation within designated timeframes and according to organisational policy and procedures 3.2 Use employee source data to calculate, record and reconcile payroll according to legislative requirements 3.3 Reconcile total payments for pay period, and review and correct irregularities or refer them to designated persons for resolution 3.4 Obtain authorisation of payroll and make arrangements for individuals' payments in line with organisational requirements 3.5 Distribute individual pay advice according to organisational and legislative requirements 3.6 Identify legislative and organisational requirements relevant to employment termination processes and payment, and seek advice to interpret requirements as required 3.7 Produce, review and store payroll records according to organisational policy and security procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Handle payroll enquiries	4.1 Respond to payroll enquiries according to organisational and legislative requirements 4.2 Provide information according to organisational and legislative requirements 4.3 Refer enquiries outside area of responsibility or knowledge to designated persons for resolution 4.4 Provide additional information or complete follow-up action within designated timeframes and according to organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
5. Maintain payroll	5.1 Maintain information and record keeping relating to payroll function according to current legislative and regulatory requirements 5.2 Prepare and reconcile month-end and year-end payroll records to ensure compliance with legislative and management deadlines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
	5.3 Update records and systems in line with salary reviews and other changes in employment status 5.4 Establish back-up and disaster recovery systems 5.5 Generate and distribute payroll reports in line with organisational policy 5.6 Extract and apply BAS and instalment activity statement (IAS) data according to legislative and regulatory requirements	

## ELECTIVE UNITS

### BSBCUS301 Deliver and monitor a service to customers

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Identify customer needs	1.1 Use appropriate interpersonal skills to accurately identify and clarify customer needs and expectations 1.2 Assess customer needs for urgency to determine priorities for service delivery according to organisational and legislative requirements 1.3 Use effective communication to inform customers about available choices for meeting their needs and assist in the selection of preferred options 1.4 Identify limitations in addressing customer needs and seek appropriate assistance from designated individuals	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Deliver a service to customers	2.1 Provide prompt service to customers to meet identified needs in accordance with organisational and legislative requirements 2.2 Establish and maintain appropriate rapport with customers to ensure completion of quality service delivery 2.3 Sensitively and courteously handle customer complaints in accordance with organisational and legislative requirements 2.4 Provide assistance or respond to customers with specific needs according to organisational and legislative requirements 2.5 Identify and use available opportunities to promote and enhance services and products to customers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Monitor and report on service delivery	3.1 Regularly review customer satisfaction with service delivery using verifiable evidence according to organisational and legislative requirements 3.2 Identify opportunities to enhance the quality of service and products, and pursue within organisational and legislative requirements 3.3 Monitor procedural aspects of service delivery for effectiveness and suitability to customer requirements 3.4 Regularly seek customer feedback and use to improve the provision of products and services 3.5 Ensure reports are clear, detailed and contain recommendations focused on critical aspects of service delivery	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### BSBCUS403 Implement customer service standards

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Contribute to quality customer service standards	1.1 Access, interpret, apply and monitor customer service standards in the workplace according to organisational standards, policies and procedures 1.2 Make contributions to the development, refinement and improvement of customer service standards, policies and processes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Implement customer service systems	2.1 Encourage all personnel to consistently implement customer service systems 2.2 Review customer feedback in consultation with appropriate personnel and analyse when improving work practices 2.3 Identify customer service problems and make adjustments to ensure continued service quality	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure



ELEMENT	PERFORMANCE CRITERIA	Verification
	2.4 Communicate adjustments in service delivery to all those involved, within appropriate timeframes 2.5 Coordinate and manage delivery of services and products to ensure they effectively and efficiently meet agreed quality standards	
3 Implement team customer service standards	3.1 Plan and implement team and work activities to meet customer needs and expectations, and to minimise inconvenience 3.2 Identify resources required to undertake team tasks while meeting required customer service levels	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### BSBITU306 Design and produce business documents

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Select and prepare resources	1.1 Select and use appropriate technology and software applications to produce required business documents 1.2 Select layout and style of publication according to information and organisational requirements 1.3 Ensure document design is consistent with company and/or client requirements, using basic design principles 1.4 Discuss and clarify format and style with person requesting document/publication	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Design document	2.1 Identify, open and generate files and records according to task and organisational requirements 2.2 Design document to ensure efficient entry of information and to maximise 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 timelines 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 of 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 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

### 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

ELEMENT	PERFORMANCE CRITERIA	Verification
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

### BSBSMB401 Establish legal and risk management requirements of small business

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify and implement business legal requirements	1.1 Identify and research possible options for the business legal structure using appropriate sources 1.2 Determine legislation and regulatory requirements affecting operations of the business under its chosen structure 1.3 Develop and implement procedures to ensure full compliance with relevant legislation and regulatory requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Comply with legislation, codes and regulatory requirements	2.1 Establish systems to ensure legal rights and responsibilities of the business are identified and the business is adequately protected, specifically in relation to work health and safety (WHS), business registration and environmental requirements 2.2 Identify taxation principles and requirements relevant to the business, and follow procedures to ensure compliance 2.3 Identify and carefully maintain legal documents and maintain and update relevant records to ensure their ongoing security and accessibility 2.4 Monitor provision of products and services of the business to protect legal rights and to comply with legal responsibilities 2.5 Conduct investigations to identify areas of non-compliance with legal and regulatory requirements, and take corrective action where necessary	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Negotiate and arrange contracts	3.1 Seek legal advice on contractual rights and obligations, if required, to clarify business liabilities 3.2 Investigate and assess potential products and services to determine procurement rights and ensure protection of business interests where applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
	3.3 Negotiate and secure contractual procurement rights for goods and services including contracts with relevant people, as required, in accordance with the business plan 3.4 Identify options for leasing or ownership of business premises and complete contractual arrangements in accordance with the business plan	
4. Identify and treat business risks	4.1 identify potential internal and external risks to the business 4.2 assess the probability and impact of identified risks 4.3 prioritise risks for treatment 4.4 develop actions to mitigate risks including identifying insurance requirements and adequate cover	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### BSBSMB402 Plan small business finances

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Identify costs, calculate prices and prepare profit statement	1.1 Identify and document costs associated with production and delivery of business products and services 1.2 Calculate prices based on costs and profit margin, as an hourly charge-out rate for labour or unit price for products 1.3 Calculate break-even sales point to establish business viability and profit margins 1.4 Identify appropriate pricing strategies in relation to market conditions to meet business profit targets 1.5 Prepare projected profit statement to supplement the business plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Develop a financial plan	2.1 Set profit targets or goals to reflect owner's desired returns 2.2 Identify working capital requirements necessary to attain profit projections 2.3 Identify non-current asset requirements and consider alternative asset management strategies 2.4 Prepare cash flow projections to enable business operation in accordance with business plan and legal requirements 2.5 Identify capital investment requirements accurately for each operational period 2.6 Select budget targets to enable ongoing monitoring of financial performance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3. Acquire finance	3.1 Identify start-up and ongoing financial requirements according to financial plan/budget 3.2 Identify sources of finance, including potential financial backers, to provide required liquidity for the business to complement business goals and objectives 3.3 Investigate cost of securing finance on optimal terms 3.4 Identify strategies to obtain finance as required to ensure financial viability of the business	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**BSBSMB420 Evaluate and develop small business operations**

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Review and evaluate operational strategies and procedures	1.1 Develop a detailed operational plan that sets out clear action points to fulfil on business goals and objectives 1.2 Identify work health and safety (WHS) and environmental issues and implement strategies to minimise risk factors 1.3 Review and evaluate, where appropriate, a quality assurance process for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop operational KPIs that align with the business plan 1.5 Align KPIs to business strategies, including utilisation of existing or new technologies, where practicable, to optimise business performance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Implement operational strategies and procedures	2.1 Implement systems to evaluate business performance and customer satisfaction, including by setting key performance indicators or targets 2.2 Implement systems to control stock, expenditure or cost, wastage or shrinkage and risks to health and safety in accordance with the business plan, incorporating new digital technologies where possible 2.3 Identify and manage staffing requirements, considering a range of permanent and flexible arrangements, and adhering to budgetary constraints 2.4 Provide goods or services in accordance with established legal, ethical cultural and technical standards 2.5 Provide goods or services in accordance with time, cost and quality specifications, and customer requirements, incorporating new digital technologies where possible 2.6 Apply quality procedures to address product or service and customer requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Evaluate business performance	3.1 Use digital technologies to regularly evaluate and review achievement of operational targets to ensure optimum business performance, in accordance with business goals and objectives 3.2 Review and document systems and structures, with a view to more effectively supporting business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required, as part of the business quality system 3.4 Update operational policies and procedures to incorporate corrective action	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
4 Review business operations	4.1 Review and adjust business operations to increase business success, in accordance with business goals and objectives 4.2 Research new and emerging digital technologies periodically, implementing as relevant, in accordance with business goals and objectives 4.3 Undertake ongoing research into new business opportunities and adjust business goals and objectives as new business opportunities arise	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**BSBWOR501 Manage personal work priorities and professional development**

ELEMENT	PERFORMANCE CRITERIA	Verification
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning styles to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### BSBWRT301 Write simple documents

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

### FNSACC313 Perform financial calculations

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Obtain data and resources for financial calculations	1.1 Obtain input data and verify as required for workplace calculations 1.2 Determine required outcomes of calculations and confirm from task specifications 1.3 Acquire resources and equipment needed to perform calculations effectively 1.4 Use simple spreadsheets where necessary to perform repeated calculations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Select suitable calculation methods and carry out financial calculations	2.1 Identify and obtain equipment required to perform calculations, including hand-held calculators 2.2 Select method suitable for required calculations 2.3 Perform financial calculations to complete work requirements using techniques suited to selected method	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3 Check calculations and record outcomes	3.1 Check results to confirm that calculations are accurate and meet required outcomes, and identify and correct routine computational errors 3.2 Record calculation results according to organisational requirements 3.3 Store or electronically file calculation worksheets for future use according to organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC405 Maintain inventory records

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

### FNSACC407 Produce job costing information

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Gather and record operating and cost data	1.1 Extract data from established systems 1.2 Systematically code, classify and check data for accuracy and reliability in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Produce cost reports	2.1 Assign costs to specified products and services 2.2 Reconcile data to ensure calculations are accurate and comply with organisational procedures 2.3 Obtain cost information advice from all sections of organisation when formulating budgets 2.4 Ensure structure and format of budgets and reports are clear and conform to management information and relevant legislative requirements 2.5 Identify variances against budget 2.6 Ensure 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

### FNSACC411 Process business tax requirements

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Maintain accounting records for taxation purposes	1.1 Access and interpret taxation accounting system requirements specific to own role 1.2 Establish and maintain records required to support taxation accounting system 1.3 Comply with specific taxation requirements for business documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Establish and maintain process for managing business tax returns	2.1 Establish accounting process to manage process for taxation lodgements 2.2 Maintain sufficient and current records to comply with lodgement requirements according to organisational policies and procedures 2.3 Establish and meet lodgement schedule requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

ELEMENT	PERFORMANCE CRITERIA	Verification
3 Process business tax returns and lodgements	3.1 Identify and use required returns and lodgements in line with organisational procedures 3.2 Process accounting data to comply with taxation reporting requirements 3.3 Draft returns and lodgements for review by authorised personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC412 - Prepare operational budgets

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Prepare budget	1.1 Confirm budget objectives are consistent with organisational aims, projects and forecasts 1.2 Define cash, expenditure and revenue items and ensure they are relevant to budget 1.3 Discuss and clarify identified budget information with stakeholders according to organisational procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Set budget timeframe	2.1 Identify, confirm and include milestones and performance indicators in budget 2.2 Break down annual budgets into seasonal periods according to organisational operating 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 and distribute reports for specified periods and projects within agreed timeframes 3.3 Monitor budget variance and seek direction from client or designated person to address variance as required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

### FNSACC413 Make decisions in a legal context

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Examine legal context of financial services work	1.1 Identify key features of Australian legal systems and processes relating to own role 1.2 Identify functions of courts and other regulatory bodies relating to own role 1.3 Analyse implications of related legislation, regulations and legal precedents for operational decisions, and apply findings in decision-making process 1.4 Seek advice and guidance to evaluate and moderate decision-making processes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Identify compliance requirements of financial services work	2.1 Interpret compliance requirements of own financial services work, and confirm interpretation with authoritative source relating to own role 2.2 Review legislative and regulatory sources of information to identify changes to compliance requirements 2.3 Analyse impact of changes to compliance requirements on business operations, policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Develop compliance procedures	3.1 Develop procedures in consultation with others to address compliance requirements 3.2 Establish timeframes to meet compliance requirements to align with statutory deadlines	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**FNSACC414 Prepare financial statements for non-reporting entities**

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Compile data required for preparing financial statements for non-reporting entities	1.1 Collect data required to produce financial statements from sources in line with accounting standards 1.2 Systematically code, classify, and check data for accuracy and reliability according to organisational policy and procedures 1.3 Check internal and external financial data to confirm their consistency and accuracy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Prepare financial statements for non-reporting entities	2.1 Prepare financial statements using structure and format that comply with accounting standards and organisational requirements 2.2 Review statements for errors and compliance with accounting standards and organisational procedures, and amend as required 2.3 Obtain verification and authorisation from delegated persons	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

**FNSACM401 Evaluate and authorise payment requests**

ELEMENT	PERFORMANCE CRITERIA	Verification
1 Verify validity and accuracy of payment request	1.1 Match payment requests with order or other supporting information to ensure validity of payment and comply with internal control requirements 1.2 Check supporting documentation to ensure it is correct and complete, confirm authorisation of request and follow up any discrepancies without delay 1.3 Obtain confirmation of goods or services supply where required to validate request for payment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
2 Prepare payment documentation	2.1 Match payments with invoice or other relevant documentation, and code and allocate payments to correct accounts 2.2 Complete documentation in accordance with organisational policy and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
3 Authorise payment	3.1 Check all payments are authorised accurately and according to organisational policy and procedures 3.2 Ensure funds are not released prior to authorisation of payment in accordance with organisational procedures 3.3 Confirm authorisation of payment from delegated authority following relevant organisational policy and procedures, and industry and legislative requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

<sup>1</sup> Unit required for the FNSSS00004 BAS Agent Registration Skill Set. Additional assessment task also required for the BAS unit which NFI will provide to the applicant for completion.



[ Office use only below here ]

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

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

Is gap or select unit training required? .....Yes / No

Does applicant need to be contacted? .....Yes / No

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

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Reporting action needed:

RPL Granted	RPL Not Granted	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 .....