



Australian Government

DEFFIN017 Administer compliance systems

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to maintain compliance information systems, analyse data and produce reports.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities related to compliance systems as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would work independently or as part of a team, under direct supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform specific tasks in familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|--|---|
| 1 Maintain compliance information systems | 1.1 Maintain content and structure of compliance information system |
| | 1.2 Input information into the compliance information system |
| | 1.3 Export data from compliance information systems |
| 2 Analyse data | 2.1 Manipulate data for analysis |
| | 2.2 Apply categorisation and classification to the data |
| | 2.3 Review data for completeness, accuracy and meaningful information |
| | 2.4 Undertake investigation and liaise with stakeholders to rectify errors |
| 3 Produce reports | 3.1 Compile compliance data |
| | 3.2 Prepare a draft report |
| | 3.3 Provide report to stakeholders |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>