



**Australian Government**

# **FNS50422 Diploma of Payroll Services**

**Release 1**

## FNS50422 Diploma of Payroll Services

### Modification History

Release	Comments
Release 1	<p>This version first released with the FNS Financial Services Training Package Version 8.0.</p> <p>Supersedes and is equivalent to FNS50417 Diploma of Payroll Services.</p>

### Qualification Description

This qualification reflects the roles of workers who perform payroll administration and payroll management tasks in a variety of industries. It includes establishing payroll systems and using them to perform sometimes complex tasks, including preparing salary packaging arrangements and additional allowances, processing superannuation payments, and processing employee terminations. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources, including relevant legislation and taxation systems. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

#### Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

### Entry Requirements

Nil

### Packaging Rules

**Total number of units = 11**

**8 core units** plus

**3 elective units**, of which:

- at least 1 must be from the elective units listed below

- up to 2 may be from this qualification or any currently endorsed Certificate IV or above training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

### **Core units**

BSBHRM526 Manage payroll

FNSINC411 Conduct work according to professional practices in the financial services industry

FNSPAY511 Process salary packaging arrangements and additional allowances in payroll

FNSPAY512 Process superannuation payments in payroll

FNSPAY513 Process complex employee terminations in payroll

FNSPAY514 Interpret and apply knowledge of industrial regulations relevant to payroll

FNSPAY515 Interpret and apply knowledge of taxation systems relevant to payroll

FNSTPB412 Establish and maintain payroll systems

### **Elective units**

BSBFIN501 Manage budgets and financial plans

BSBHRM527 Coordinate human resource functions and processes

BSBHRM528 Coordinate remuneration and employee benefits

BSBHRM529 Coordinate separation and termination processes

BSBOPS404 Implement customer service strategies

BSBOPS504 Manage business risk

BSBPEF502 Develop and use emotional intelligence

BSBSTR402 Implement continuous improvement

BSBSTR502 Facilitate continuous improvement

BSBTEC402 Design and produce complex spreadsheets

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBTWK401 Build and maintain business relationships

FNSACC321 Process financial transactions and extract interim reports

FNSACC322 Administer subsidiary accounts and ledgers

FNSACC323 Perform financial calculations

FNSACC411 Process business tax requirements

FNSACC421 Prepare financial reports

FNSACC426 Set up and operate computerised accounting systems

FNSACC521 Provide financial and business performance information

FNSCUS515 Determine client financial requirements and expectations

FNSINC513 Identify and apply complex ethical decision making to workplace situations

FNSINC514 Apply ethical frameworks and principles to make and act upon decisions

FNSTPB411 Complete business activity and instalment activity statements

## **Qualification Mapping Information**

Supersedes and is equivalent to FNS50417 Diploma of Payroll Services.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>