



Australian Government

**Assessment Requirements for AHCAGB403
Keep financial records for primary
production business**

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- complete office processes efficiently
- collect relevant paperwork for input purchases
- process basic financial transactions
- reconcile invoices within the primary production business
- copy and file invoices and other related documents in accordance with organisational requirements for taxation and auditing purposes.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- office and filing procedures
- the organisation's policies and procedures applying to financial documents
- relevant legislation and codes, relating to the operation of a business and to the tasks undertaken
- procedures for handling cheques, vouchers and cash
- banking procedures and guidelines
- manual or computerised financial recoding systems
- methods of calculating and presenting financial data
- the organisation's software and technology used to record and transmit financial information.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>