



**Australian Government**

# **Assessment Requirements for AHCBUS403 Prepare project acquittal**

**Release: 1**

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## Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared a project acquittal on at least one occasion and has:

- collated budget resources and inputs to project from planning documents
- accessed accounts and developed a list of transactions related to the project
- prepared the project acquittal for reporting and auditing according to program and contract requirements
- recorded and reported cash and in-kind contributions
- arranged for an audit of the acquittal, transactions and final report.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- program objectives and guidelines
- procedures for preparing project acquittals
- basic financial reporting formats and procedures
- project acquittal reporting requirements.

## Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - program or project plans, guidelines or contracts and financial reporting requirements

- project financial information
- computer hardware and software.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## **Links**

Companion Volumes, including Implementation Guides, are available at VETNet: -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>