



Australian Government

**Assessment Requirements for FNSACC418
Work effectively in the accounting and
bookkeeping industry**

Release: 1

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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 FNSACC408 Work effectively in the accounting and bookkeeping industry.</p>

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify key roles and responsibilities of organisation's accounting team and alternative service providers
- research and identify compliance requirements and ethical practices relevant to own role
- develop at least one system and guidelines for work procedures that comply with legislative requirements
- plan, communicate and support the team to complete at least three work activities that contribute to the team environment
- identify and undertake at least two professional development opportunities to increase skills for own work role.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- roles, responsibilities and limitations of bookkeepers and accountants
- methods to develop effective working relationships
- methods to establish and maintain clear communication channels
- requirements of accounting and bookkeeping industry codes of conduct
- components of accounting and bookkeeping work activities
- functions and features of resources, timelines and activities in work plans relating to performance evidence
- policies and procedures relevant to own role in accounting and bookkeeping industry
- functions and features of professional development plans
- methods to update professional development plans

- statutory, legislative and regulatory requirements relevant to licensing in the accounting and bookkeeping industry and own role
- organisational operational protocols relating to performance evidence.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies, procedures, legislation, regulations and codes of conduct required for own role
- office equipment, technology, software and consumables required for own role.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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