



Australian Government

**Assessment Requirements for FNSBKG401
Develop and implement policies and
procedures relevant to bookkeeping
activities**

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- establish and maintain effective relationships with clients
- research and identify policy and procedures material
- develop systems and guidelines for bookkeeping procedures that comply with legislative requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe avenues for identifying other relevant professionals
- explain the requirements of relevant industry codes of practice
- explain the policies and procedures relevant to customer service and techniques
- describe the relevant statutory, legislative and regulatory requirements for documentation of accounting procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the bookkeeping field of work and include access to and use of:

- common office equipment, technology, software and consumables
- an integrated financial software system and data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes -

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