



**Australian Government**

# **Assessment Requirements for FNSBKG405 Establish and maintain a payroll system**

**Release: 2**

## Assessment Requirements for FNSBKG405 Establish and maintain a payroll system

### Modification History

Release	Comments
Release 2	This version first released with FNS Financial Services Training Package Version 1.1. Release 2 created to correct typographical error.
Release 1	This version first released with FNS Financial Services Training Package Version 1.

### Performance Evidence

Evidence of the ability to:

- accurately identify, calculate and input data for payments into manual or computerised payroll systems
- produce payroll reports in accordance with organisational and legislative requirements
- present payroll report for verification and approval
- maintain all records in compliance with organisational and legislative requirements that relate to security and confidentiality of information.

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:

- explain the scope of services appropriate for a business activity statement (BAS) agent providing payroll services
- explain the application of award and enterprise agreements and relevant industrial instruments to payroll maintenance responsibilities
- identify and explain organisational policy and procedures that affect payroll, including the structure of authority in organisations
- explain industry codes of practice relevant to payroll operations
- compare and contrast manual and computerised payroll systems
- identify relevant legislation and record-keeping requirements from all levels of government that affect business operation and reporting requirements, especially in regard to:
  - Fair Work Act
  - National Employment Standards
  - Superannuation Guarantee (Administration) Act
  - corporations law
  - workers compensation and work health and safety
  - tax related to payroll activities
  - Privacy Act (confidentiality and security of records)
  - Higher Education Loan Program (HELP)
  - Medicare levy
  - Tax Agent Services Act (TASA)
  - current state, territory and Commonwealth industry and modern awards, and enterprise bargaining agreements
  - individual employment contracts
  - Commonwealth, state and territory leave Acts including annual, sick and long service
  - Australian Bureau of Statistics (ABS) Act
- describe current Australian Tax Office (ATO) requirements such as:
  - Australian Business Number (ABN)
  - employment declaration
  - tax file number (TFN) declaration
- identify the Tax Practitioners Board (TPB) requirements, including:
  - registration and scope of services documentation requirements for BAS agents
  - Code of Professional Conduct
- explain relevant taxation law, including:
  - pay as you go (PAYG) withholding tax
  - fringe benefits tax (FBT)
- outline the key aspects of routine and non-routine requirements for payroll, including:
  - routine: award payments, salary amount, salary packaging, superannuation guarantee and super reporting
  - non-routine: termination payments and super guarantee charge.

## 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:

- common office equipment, technology, software and consumables
- workplace reference materials such as procedural manuals and company policy
- actual or simulated payroll data.

Assessors must satisfy NVR/AQTF assessor requirements

This unit is designed to meet the education requirements of the Tax Practitioner Board (TPB). Where registration with the TPB is sought, assessment must reflect the conditions described by the regulator which stipulate that a significant amount (at least 40%) must be completed under some form of independent supervision. Where recognition of prior learning (RPL) is used, it must also meet the requirements of the Board's policy on RPL.

Details of requirements can be accessed on the TPB website at <<http://www.tpb.gov.au>>.

If undertaking this unit for BAS agent registration, the following items in the Range of Conditions must be addressed in the assessment to meet educational requirements for registration with the TPB:

- payroll preparation
- payroll records.

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) -

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