



**Australian Government**

# **FNSORG401 Conduct individual work within a compliance framework**

**Release: 1**

# FNSORG401 Conduct individual work within a compliance framework

## Modification History

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

## Application

This unit describes the skills and knowledge required to identify, interpret and develop individual compliance requirements and procedures while carrying out occupational duties.

It applies to individuals who use specialised knowledge and work cooperatively with others in meeting compliance requirements within organisations of various sizes and across a range of customer bases.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Unit Sector

Organisational skills

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify individual compliance requirements	1.1 Research and document statutory, legislative and regulatory requirements relating to individual's work 1.2 Research and document organisational and industry requirements relating to individual's work
2. Interpret individual compliance requirements	2.1 Map compliance requirements against individual work practices 2.2 Discuss ethical considerations with relevant parties where appropriate
3. Develop or respond to	3.1 Consult appropriate persons to identify procedures to be

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
procedures to ensure individual compliance	followed to ensure compliance 3.2 Review and/or develop procedures to ensure compliance 3.3 Maintain appropriate records
4. Identify and adapt to changes in individual compliance requirements	4.1 Identify training programs (internal or external) that deliver against compliance requirements 4.2 Identify and discuss professional development opportunities related to individual situation with managers or supervisors 4.3 Read and understand documentation relating to compliance issues 4.4 Discuss documentation relating to compliance issues with appropriate persons to ensure ongoing compliance is maintained

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.2, 3.2, 4.3	<ul style="list-style-type: none"> <li>Interprets, analyses, evaluates and reviews information from a range of structurally complex legislative and policy documents</li> </ul>
Writing	1.1, 1.2, 2.1, 3.2, 3.3	<ul style="list-style-type: none"> <li>Produces and updates logically sequenced texts that include customised information and recommendations for individual use</li> </ul>
Oral Communication	2.2, 3.1, 4.2, 4.4	<ul style="list-style-type: none"> <li>Participates effectively in verbal exchange with others using clear and detailed language to convey relevant information, and uses questioning and active listening to confirm understanding</li> </ul>
Numeracy	1.1, 1.2, 3.3	<ul style="list-style-type: none"> <li>Extracts and interprets relevant financial data and terminology, numerical calculations and formula embedded in texts, and uses knowledge to maintain appropriate records</li> </ul>
Navigate the world of work	1.1, 1.2, 2.1, 2.2, 3.1-3.3, 4.1-4.4	<ul style="list-style-type: none"> <li>Recognises and follows relevant legislation, organisational policy, procedures and practices, and meets expectations associated with own work role</li> <li>Reviews or develops policies to meet organisational goals</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintains knowledge required to carry out work role</li> </ul>
Interact with others	2.2, 3.1, 4.2, 4.4	<ul style="list-style-type: none"> <li>• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders</li> <li>• Uses collaborate techniques to liaise with others and elicit and share information</li> </ul>
Get the work done	1.1,1.2, 2.1, 3.1-3.3, 4.1-4.3	<ul style="list-style-type: none"> <li>• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes</li> <li>• Uses the main features and functions of digital tools to complete work tasks</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSORG401 Conduct individual work within a compliance framework	FNSORG401A Conduct individual work within a compliance framework	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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