



Australian Government

Assessment Requirements for FNSPRT301 Establish entitlements to an intestate estate

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:

- conduct a search for a will complying with legislative, industry and organisational requirements
- document external specialists and resources contacted or used to establish entitlements to an intestate estate
- determine beneficiaries and their entitlements in accordance with legislative, industry and organisational requirements
- develop an application for letters of administration.

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:

- summarise key requirements of relevant state and territory legislation and regulations relating to:
 - administration and probate
 - intestate succession
 - other related legislation
- outline the roles, responsibilities and powers of the personal trust officer including:
 - organisational expectations
 - limitation of personal authority
- discuss the professional code of conduct in the personal trustee sector including:
 - ethics
 - integrity
 - professionalism

- confidentiality
- summarise techniques for liaising with key organisational personnel with expertise in specialised areas relating to the personal trustee sector
- outline relevant organisational policy and procedures in regards to establishing entitlements to an intestate estate.

Assessment Conditions

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

- common office equipment, technology, software and consumables
- the internet for searches.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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