



**Australian Government**

# **Assessment Requirements for FNSPRT302 Administer a non-complex estate**

**Release: 1**

# Assessment Requirements for FNSPRT302 Administer a non-complex estate

## Modification History

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

## Performance Evidence

Evidence of the following must be provided:

- administering non-complex estates in compliance with legislative, industry and organisational procedures
- prepare and interpret simple financial statements, including tax returns
- prepare an application to prove the will (probate)
- distribute and finalise an estate.

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 the key requirements of relevant state and territory legislation and regulations relating to:
  - wills
  - intestacies
  - probate and administration
  - trusteeships
- describe the key requirements of basic federal legislation and regulations as they apply to income tax assessment
- outline the professional code of conduct in the personal trustee sector including:
  - ethics
  - integrity
  - professionalism
  - confidentiality
- summarise applicable organisational policy and procedures when administering a non-complex 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 volumes available from the IBSA website:

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