



Australian Government

Assessment Requirements for FNSRTS402 Prepare government returns and reports

Release: 1

Assessment Requirements for FNSRTS402 Prepare government returns and reports

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:

- clarify requirements and plan the government return or report
- analyse data and establish the liability for the return or report
- prepare accurate government financial returns or reports that meet the requirements of relevant legislation, codes of conduct and organisational procedures and timeframes.

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 steps in processes to prepare a government return or report
- discuss the key aspects of principles and procedures relating to the preparation of government reports and returns
- describe the key requirements of relevant legislation and codes of practice relating to government reports and returns.

Assessment Conditions

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

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

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>