



**Australian Government**

# **FNSRTS402 Prepare government returns and reports**

**Release: 1**

# 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.

## Application

This unit describes the skills and knowledge required to gather and analyse data to prepare relevant financial and related returns or reports required by government bodies.

It applies to individuals who use analytical financial skills and systematically plan and sequence work to develop accurate reports that meet legislative and organisational quality specifications.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

## Unit Sector

Financial retail services

## 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 requirements for returns	1.1 Liaise with appropriate personnel to establish type and scope of government return required, and statutory requirements of relevant legislation 1.2 Identify all sources of data for return or report and their timing requirements
2. Plan for provision of returns	2.1 Establish timelines and procedures to meet reporting deadlines and set lead times to ensure adequate time is available, including allowance for contingencies 2.2 Liaise with appropriate personnel to obtain relevant data and information

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Calculate liability in accordance with government guidelines	3.1 Review and analyse data in relation to liability and prepare spreadsheets as applicable 3.2 Verify data provided to ensure it satisfies obligations in regard to organisational policy and procedures, and compliance and regulatory requirements
4. Prepare return document	4.1 Complete proforma supplied by government departments in accurate, timely and thorough manner 4.2 Forward documents or reports to appropriate personnel for consideration and clearance within specified timeframe

## 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, 3.1, 3.2, 4.1	<ul style="list-style-type: none"> <li>Researches and analyses complex documents and system information to gather and derive reporting information</li> </ul>
Writing	1.1, 2.2, 4.1, 4.2	<ul style="list-style-type: none"> <li>Prepares draft reports and returns using format, terminology and conventions specific to requirements, audience and purpose</li> <li>Uses language, concepts and terminology appropriate to audience and purpose to convey and clarify explicit information and requirements</li> </ul>
Oral Communication	1.1, 2.2, 4.2	<ul style="list-style-type: none"> <li>Participates in verbal exchanges using active listening and questioning to determine, share and confirm work requirements</li> <li>Uses language, terminology and concepts appropriate to the purpose and audience</li> </ul>
Numeracy	1.1, 1.2, 4.1	<ul style="list-style-type: none"> <li>Analyses complex financial data and performs calculations for reporting</li> </ul>
Navigate the world of work	1.1, 3.2	<ul style="list-style-type: none"> <li>Takes responsibility for preparation of returns and reports that comply with legal and organisational requirements</li> </ul>
Interact with others	1.1, 2.2	<ul style="list-style-type: none"> <li>Selects and uses appropriate communication practices and protocols to obtain key information and data from relevant personnel where outcomes and responsibility</li> </ul>

		are shared
Get the work done	1.1, 1.2, 2.1, 3.1, 3.2, 4.2	<ul style="list-style-type: none"> <li>Plans and organises work tasks according to defined requirements, taking responsibility for complex schedule needs and contingency plans</li> <li>Ensures information preparation, verification and documentation is managed to meet organisational obligations and liabilities in compliance with legislative requirements</li> <li>Uses familiar digital technologies and systems to access information, enter data and present information</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSRTS402 Prepare government returns and reports	FNSRTS402A Prepare government returns and reports	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>