Assessment Requirements for FNSSUP303 Process superannuation contributions

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:

- establish new accounts with a variety of different contribution types and sources
- receive and process contributions from a range of sources
- receive and process rollover benefit statements (RBSs)
- identify and correct errors, inconsistencies, omissions and incompletions
- follow organisational procedures to ensure all work is completed accurately.

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 key features of company policy, objectives and procedures
- identify types of contributions and describe their processes
- outline the eligibility rules for contribution types under superannuation industry legislation
- identify and describe components of a superannuation RBS
- outline RBS documentation requirements
- describe the key steps in the process for paying superannuation benefits
- describe how privacy legislation applies to processing superannuation contributions
- describe the organisation's quality assurance practices.

Assessment Conditions

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

- common office equipment, technology, software and consumables
- financial services product information
- organisational policy and procedures.

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

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