



Australian Government

Assessment Requirements for FNSSUP304 Process superannuation rollover benefits

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:

- receive and process benefit applications for payment
- source and interpret information required to process benefits including documentation, taxation requirements and trust deeds
- review benefit applications:
 - for omissions
 - to identify errors in benefit applications
 - to check and assess the integrity of information
- complete benefit calculations, including fees and charges.

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 guidelines relating to processing superannuation rollover benefits
- identify and describe components of a superannuation rollover benefits statement (RBS) and pay-as-you-go (PAYG) payment summary
- describe the documentation requirements of benefit payments
- outline procedures for calculating and processing benefits
- describe how privacy legislation applies to processing superannuation rollover benefits
- 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>