



Australian Government

Assessment Requirements for FNSSUP313 Process superannuation fund contributions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- receive and process superannuation contributions for at least three different clients, including at least one contribution involving a rollover benefit statement (RBS).

In the course of the above, the candidate must:

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

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to processing superannuation fund contributions:
 - maintaining member details
 - maintaining privacy and confidentiality of client records
- organisation's quality assurance practices when processing superannuation contributions
- eligibility rules for contribution types under superannuation industry legislation
- components of superannuation RBS and RBS documentation requirements
- types of contributions and their associated required processes
- key steps in superannuation benefits payment process.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational equipment, technology, software and consumables
- organisational policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>