



Australian Government

FNSSUP315 Implement superannuation fund member investment instructions

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.

Application

This unit describes the skills and knowledge required to implement and confirm investment instructions from fund members. It involves determining and documenting member investment instructions, implementing those instructions, and confirming investment arrangements with the member and the fund.

The unit applies to those who, within their level of authority, apply specialised organisational knowledge and follow defined procedures to process and update information.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Superannuation

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. Determine and record member investment instructions	1.1 Receive and record member investment instructions according to organisational procedures 1.2 Clarify investment instructions with member where required 1.3 Confirm member investment instructions are in accordance with the trust deed
2. Implement member instructions	2.1 Implement instructions according to organisational policies and procedures 2.2 Maintain investment documentation according to organisational policies and procedures

ELEMENT	PERFORMANCE CRITERIA
3. Finalise investment arrangements	3.1 Confirm completed investment arrangements with member 3.2 Prepare reports on investments according to member instructions and legislative requirements 3.3 Communicate change of member instructions according to organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	Performs mathematical calculations to analyse financial and numerical data, and prepare reports
Oral communication	Participates in verbal exchanges, using active listening and questioning techniques to convey and clarify information with internal and external stakeholders from diverse backgrounds
Reading	Interprets, consolidates and checks information from a range of sources against relevant criteria and requirements
Writing	Prepares organisational documentation and correspondence, using clear language and correct concepts and terminology
Planning and organising	Plans and implements routine tasks and workload, making limited decisions on sequencing, timing and collaboration, and seeks assistance in setting priorities
Problem solving	- Responds to predictable routine problems and implements standard logical solutions - Makes low-impact decisions in familiar situations based on a range of predefined or routine solutions, and evaluates effectiveness of the outcome
Self-management	- Understands roles, rights and responsibilities and makes basic decisions that comply with legal and regulatory requirements - Complies with explicit policies and procedures, and implements expectations of policies and procedures
Technology	Uses digitally based technologies to enter, access or update information to achieve required outcomes

Unit Mapping Information

Supersedes and is equivalent to FNSSUP305 Implement member investment instructions.

Links

Companion Volume Implementation Guide is found on VETNet -

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