



Australian Government

Assessment Requirements for TLIP2029

Prepare and process financial documents

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others when preparing and processing financial documents
- completing documentation related to preparing, processing and recording financial transactions
- implementing contingency plans interpreting and following operational instructions and prioritising work
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- performing required calculations both manually and with the aid of relevant equipment and calculators
- reading and interpreting instructions, procedures and information relevant to preparing and processing financial documents
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- selecting and using relevant equipment when preparing and processing financial documents, including the use of an appropriate range of office equipment, computer systems and financial software packages
- working collaboratively with others when preparing and processing financial documents
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- contacts and sources of information/documentation needed for preparing and processing financial documents
- customer service policies and procedures
- documentation requirements of banking institutions, governments and other relevant agencies
- relevant financial regulations, codes and procedures including pertinent taxation documentation requirements
- scope of authority when preparing documents
- typical problems that can occur when preparing and processing financial documents and appropriate action that can be taken to prevent or solve these problems
- workplace procedures for preparing and processing financial documents.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.
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Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>