



Australian Government

Assessment Requirements for AHCBUS403 Prepare project acquittal

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared a project acquittal on at least one occasion and has:

- collated budget resources and inputs to project from planning documents
- accessed accounts and developed a list of transactions related to the project
- prepared the project acquittal for reporting and auditing according to program and contract requirements
- recorded and reported cash and in-kind contributions
- arranged for an audit of the acquittal, transactions and final report.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- program objectives and guidelines
- procedures for preparing project acquittals
- basic financial reporting formats and procedures
- project acquittal reporting requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - program or project plans, guidelines or contracts and financial reporting requirements

- project financial information
- computer hardware and software.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>