



Australian Government

Assessment Requirements for AHCBUS406 Administer finance, insurance and legal requirements

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

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 administered the finance, insurance and legal requirements of a business covering a period of at least six months, including:

- interpreted financial reports and business data
- maintained accounts
- administered the legal requirements of the business
- processed and maintained the insurance requirements for the business
- identified sources, types and cost of finance
- prepared and processed the application for finance or investment.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- obligations imposed by the choice of the business structure
- award and enterprise agreements
- insurance requirements, including:
 - workers' compensation
 - public liability
 - superannuation
 - life
 - personal accident and sickness
 - buildings
 - plant
- sources of finance, including:
 - banks
 - merchant banks

- building societies
- credit unions
- co-operatives
- finance companies
- solicitors
- accountants
- private treaty
- business and financial data, including:
 - balance sheets
 - profit and loss statements
 - production yields
 - sales
 - income
 - security
 - assets and liabilities
 - cash flow performance
- taxation and account keeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - financial, insurance and legal business records covering a period of at least six months
 - access to legislation and information relevant to insurance and finance
 - office equipment and resources.

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>