



**Australian Government**

# **DEF40817 Certificate IV in Defence Financial Administration**

**Release 2**

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## Modification History

**Release 2.** Updated superseded elective units.

**Release 1.** This is the first release of this qualification in the DEF Defence Training Package.

## Qualification Description

This qualification allows for the attainment of competencies in Government financial administration activities.

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

## Packaging Rules

12 units of competency are required for this qualification comprising:

- 6 core units listed below, plus
- 6 elective units.

Choose a minimum of 4 elective units from the lists below, of which 2 must be taken from Group A.

Choose the remaining 2 elective units from the elective unit lists below or from elsewhere within this training package, or from another endorsed training package, or from an accredited course.

All elective units chosen from outside this qualification must support the learning outcomes of this AQF qualification level.

**Elective units chosen must not duplicate content already covered by other units within this qualification.**

Where imported units are selected, care must be taken to ensure that all prerequisite units specified are complied with.

### Core units

BSBITU304	Produce spreadsheets
DEFFIN003	Ensure financial data quality
DEFFIN004	Support strategic financial management in the public sector environment
DEFFIN005	Understand and comply with a financial management framework
PSPGEN023	Deliver and monitor service to clients

PSPGEN033 Use advanced workplace communication strategies

### **Group A: Specialisation elective units**

BSBLDR411 Demonstrate leadership in the workplace

BSBSTR402 Implement continuous improvement

PSPGEN147 Build and maintain internal networks

### **Group B: General elective units**

BSBSTR401 Promote innovation in team environments

DEFFIN016 Perform financial administration of assets

DEFFIN017 Administer compliance systems

DEFFIN018 Prepare reports on organisational operating costs

DEFFIN019 Provide financial support to materiel acquisition projects

DEFFIN020 Perform taxation administration in the public sector environment

DEFFIN021 Provide administration of banking services in the public sector environment

DEFFIN022 Perform administration of financial systems

DEFFIN023 Contribute to management of the public sector finance function

DEFFIN024 Support the development and management of budgets

DEFFIN025 Process financial transactions

DEFFIN027 Support public sector financial compliance and assurance management

DEFGEN011 Interpret policy, legislation and regulations

## **Qualification Mapping Information**

No equivalent qualification.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>