



Australian Government

DEFFIN003 Ensure financial data quality

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to ensure, review and improve data quality within the organisational financial management environment.

This unit applies to those working in the public sector Finance Domain.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform routine tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Uphold data quality

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Apply Chart of Accounts to financial data

principles

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|----------|---|------------|---|
| | | 1.2 | Maintain financial records |
| 2 | Reconcile financial data | 2.1 | Identify source data to be reconciled |
| | | 2.2 | Identify subsidiary systems, documents and records to reconcile against |
| | | 2.3 | Identify, investigate and explain variances |
| | | 2.4 | Detect and rectify errors |
| 3 | Review and improve data quality in the workplace | 3.1 | Identify failure points in data management process |
| | | 3.2 | Determine appropriate controls to address relevant risks |
| | | 3.3 | Evaluate the effectiveness of key data quality controls |
| | | 3.4 | Address control deficiencies |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFFIN003 Ensure financial data quality

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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:

- analysing data and information
- complying with data quality control systems
- identifying, interpreting and complying with Departmental data management requirements
- identifying key variances and rectifying errors
- identifying risks and relevant risk control measures.

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:

- financial data quality assurance principles and practices
- relevant legislation and organisational record management policies and processes
- the Chart of Accounts framework.

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 must include access to:

- a range of relevant exercises, case studies and/or other simulations

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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