



**Australian Government**

# **Assessment Requirements for DEFFIN007**

## **Analyse and report on organisational operating costs**

**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.

## **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 for reports
- communicating variances to key stakeholders
- engaging with and managing stakeholders
- identifying material variances
- preparing and consolidating written reports in required format
- retrieving data from financial information systems.

## **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:

- common financial report formats
- key organisational operating cost information required, common financial report formats and typical quality indicators
- key information requirements for financial reports
- key organisational requirements for management reporting
- relevant legislation and organisation policies
- typical quality indicators for financial reports.

## **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.

## Links

Companion Volume implementation guides are found in VETNet -

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