



Australian Government

DEFFIN017 Administer compliance systems

Release: 1

DEFFIN017 Administer compliance systems

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 maintain compliance information systems, analyse data and produce reports.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial administration activities related to compliance systems as part of their duties.

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 direct supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. They would perform specific tasks in familiar contexts.

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.

PERFORMANCE CRITERIA

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

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|--|---|
| 1 Maintain compliance information systems | 1.1 Maintain content and structure of compliance information system |
| | 1.2 Input information into the compliance information system |
| | 1.3 Export data from compliance information systems |
| 2 Analyse data | 2.1 Manipulate data for analysis |
| | 2.2 Apply categorisation and classification to the data |
| | 2.3 Review data for completeness, accuracy and meaningful information |
| | 2.4 Undertake investigation and liaise with stakeholders to rectify errors |
| 3 Produce reports | 3.1 Compile compliance data |
| | 3.2 Prepare a draft report |
| | 3.3 Provide report to stakeholders |

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 DEFFIN017 Administer compliance systems

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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:

- applying and contextualising relevant legislation and policy to specific circumstances
- communicating with stakeholders
- managing and maintaining online information systems
- manipulating data in registers and spreadsheets
- preparing reports.

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:

- compliance reporting approval process
- organisational structure
- relevant legislation, and organisational policies and systems
- resource management 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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