



Australian Government

DEFFIN019 Provide financial support to materiel acquisition projects

Release: 1

DEFFIN019 Provide financial support to materiel acquisition projects

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 undertake financial support and reporting activities associated with materiel acquisition projects.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities 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 be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex 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.

PERFORMANCE CRITERIA

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

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| 1 Provide input to management reports | 1.1 Assess stakeholder needs |
| | 1.2 Provide data for end of period report |
| | 1.3 Assist with coordinating the update of variance reports |
| | 1.4 Reconcile data with authoritative data |
| | 1.5 Review data for accuracy, validity and relevance |
| 2 Provide input for asset management | 2.1 Process asset and inventory financial transactions |
| | 2.2 Assist with Asset-Under-Construction assessments |
| | 2.3 Review financial asset and inventory transactions for accuracy |
| 3 Provide financial management support for procurements | 3.1 Provide financial input for inclusion in procurement documentation |
| | 3.2 Undertake financial aspects of value for money assessment of supplier proposals |
| | 3.3 Provide input into contract development |
| | 3.4 Provide financial advice to procurement team |
| | 3.5 Review contract changes proposals for financial implications |
| 4 Support the development of acquisition and sustainment agreements | 4.1 Provide financial and costing advice |
| | 4.2 Assist with the review of financial aspects |
| | 4.3 Assist with the development of change proposals |

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 DEFFIN019 Provide financial support to materiel acquisition projects

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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:

- accessing and retrieving financial data
- identifying risks with financial implications in arrangements
- managing stakeholder relationships
- performing financial reconciliations
- producing comprehensive reports
- providing relevant financial inputs to procurement activities
- using complex spreadsheet formulas and functions.

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:

- basic accounting concepts, including operating, expensed and capitalised costs
- cost drivers
- different stages of a project
- government contract management processes
- project closure process
- relevant legislation and organisation policies
- the acquisition and sustainment agreement development process
- the acquisition process.

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

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