



Australian Government

Assessment Requirements for FNSACC408 Work effectively in the accounting and bookkeeping industry

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- establish and maintain effective relationships with clients and colleagues
- research and identify organisational policies and procedures relevant to own role
- develop systems and guidelines for work procedures that comply with legislative requirements
- analyse, evaluate and organise information required for own role
- effectively plan work and contribute to team environment, taking into account constraints and available resources
- identify and evaluate opportunities for own professional development.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Avenues for identifying other professionals in the accounting and bookkeeping industry
- Requirements of accounting and bookkeeping industry codes of practice
- Policies and procedures required for own role in the accounting and bookkeeping industry
- Statutory, legislative and regulatory requirements for documenting accounting procedures
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the accounting and bookkeeping field of work and include access to:

- organisational policies, procedures, legislation, regulations and codes of practice required for own role
- office equipment, technology, software and consumables required for own role, including an integrated financial software system and data.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion volumes are available from VETNet. -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>