



Australian Government

Assessment Requirements for FNSACM313

Process authorised payments

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process payment documentation for at least six transactions, at least one of which has a discrepancy.

In the course of the above, the candidate must:

- use at least three different payment systems.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures for:
 - making payments
 - processing financial transaction
 - handling routine queries about payments made and payment systems
 - entering financial and personal data into systems
 - updating and maintaining documentation and authorisations
- different payment systems and their features, fees and procedures
- key requirements of legislation and industry codes of practice relevant to payment systems, including:
 - ePayments code
 - banking codes of practice
- financial and computer system processes for accepting payments and looking up payment history and allocations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment, technology, software and consumables
- payment systems
- integrated financial software system and data.

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

Links

Companion Volume Implementation Guide is found on VETNet -

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