



Australian Government

Assessment Requirements for FNSACM411 Authorise valid expense payments

Release: 1

Assessment Requirements for FNSACM411 Authorise valid expense payments

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:

- assess and document payment for at least six payments, 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:
 - evaluating and authorising payment requests
 - making payments
 - processing financial transactions
 - handling routine queries about payments made and payment systems
 - entering of financial and personal data
- types of payment requests and associated documentation handled by the organisation
- authorised personnel within organisation.
- different payment system features, fees and procedures and key requirements of legislation
- key requirements of legislation and industry codes of practice relevant to payment systems, including:
 - ePayments code
 - banking codes of practice

- financial or computer system processes for accepting payments and looking up payment history and allocations
- types of financial risks, including:
 - improper requests for payments
 - false invoices
 - undersupply of goods
 - fraudulent purchases.

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.

- common office equipment, technology, software and consumables
- organisational policies and procedures
- legislation and regulations required for purchasing and payment authorisation
- 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>