



Australian Government

Assessment Requirements for FNSORG301 Administer fixed asset register

Release: 1

Assessment Requirements for FNSORG301 Administer fixed asset register

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- record accurate transaction details and produce reconciliation reports using IT systems
- apply relevant reconciliation processes and manage depreciation schedules.

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

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe basic accounting principles relevant to administration of fixed assets
- explain basic finance industry administration processes and procedures relevant to administering the asset register
- list the features of fixed asset registers
- define the role and structure of general ledgers
- outline key requirements of organisational policy and procedures relating to administration of fixed assets
- identify legal requirements regarding capital asset purchase and depreciation administration
- identify banking processes relevant to administration of fixed assets.

Assessment Conditions

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

- common office equipment, technology, software and consumables
- organisational policy and practices

- asset register systems and data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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