



Australian Government

FNSORG401 Conduct individual work within a compliance framework

Release: 1

FNSORG401 Conduct individual work within a compliance framework

Modification History

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

Application

This unit describes the skills and knowledge required to identify, interpret and develop individual compliance requirements and procedures while carrying out occupational duties.

It applies to individuals who use specialised knowledge and work cooperatively with others in meeting compliance requirements within organisations of various sizes and across a range of customer bases.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Organisational skills

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify individual compliance requirements	1.1 Research and document statutory, legislative and regulatory requirements relating to individual's work 1.2 Research and document organisational and industry requirements relating to individual's work
2. Interpret individual compliance requirements	2.1 Map compliance requirements against individual work practices 2.2 Discuss ethical considerations with relevant parties where appropriate
3. Develop or respond to	3.1 Consult appropriate persons to identify procedures to be

ELEMENT	PERFORMANCE CRITERIA
procedures to ensure individual compliance	followed to ensure compliance 3.2 Review and/or develop procedures to ensure compliance 3.3 Maintain appropriate records
4. Identify and adapt to changes in individual compliance requirements	4.1 Identify training programs (internal or external) that deliver against compliance requirements 4.2 Identify and discuss professional development opportunities related to individual situation with managers or supervisors 4.3 Read and understand documentation relating to compliance issues 4.4 Discuss documentation relating to compliance issues with appropriate persons to ensure ongoing compliance is maintained

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 3.2, 4.3	Interprets, analyses, evaluates and reviews information from a range of structurally complex legislative and policy documents
Writing	1.1, 1.2, 2.1, 3.2, 3.3	Produces and updates logically sequenced texts that include customised information and recommendations for individual use
Oral Communication	2.2, 3.1, 4.2, 4.4	Participates effectively in verbal exchange with others using clear and detailed language to convey relevant information, and uses questioning and active listening to confirm understanding
Numeracy	1.1, 1.2, 3.3	Extracts and interprets relevant financial data and terminology, numerical calculations and formula embedded in texts, and uses knowledge to maintain appropriate records
Navigate the world of work	1.1, 1.2, 2.1, 2.2, 3.1-3.3, 4.1-4.4	- Recognises and follows relevant legislation, organisational policy, procedures and practices, and meets expectations associated with own work role - Reviews or develops policies to meet organisational goals

		• Maintains knowledge required to carry out work role
Interact with others	2.2, 3.1, 4.2, 4.4	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses collaborate techniques to liaise with others and elicit and share information
Get the work done	1.1,1.2, 2.1, 3.1-3.3, 4.1-4.3	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSORG401 Conduct individual work within a compliance framework	FNSORG401A Conduct individual work within a compliance framework	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for FNSORG401 Conduct individual work within a compliance framework

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Performance Evidence

Evidence of the ability to:

- map legislative and regulatory requirements to own work practices to demonstrate knowledge of compliance requirements
- maintain necessary organisational records in accordance with compliance requirements
- monitor and respond to changes in compliance requirements.

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:

- identify and describe key features of relevant legislative and regulatory requirements relating to work practices
- describe key features of relevant codes of practice
- explain key compliance requirements of organisational policy and procedures
- provide a comprehensive explanation of individual work requirements and practices
- describe methods for obtaining information about interpreting or determining changes to compliance requirements.

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
- financial services product information
- organisational policy and procedures information.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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