



Australian Government

Assessment Requirements for FNSPRM606

Establish or review human resources, administration and information support

Release: 1

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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:

- establish or review and implement human resources, including:
 - determining skill requirements and strategies to attain them
 - developing, implementing and reviewing training
- establish or review information technology systems and storage requirements, including levels of support and monitoring needed
- establish or review administrative and ancillary services against operating requirements, key performance indicators and budget.

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:

- discuss the integrity and relevance of information from a wide range of available information sources and describe strategies to attain relevant organisational information
- analyse and discuss best practice human resources procedures
- describe key features of:
 - documentation systems, including registry and library processes
 - financial practice administrative processes and systems
 - financial practice professional services
 - office information technology systems and software
- explain the key requirements of relevant acts, regulations and codes of practice impacting on the financial services industry
- describe cost-benefit analysis techniques and purposes
- analyse a range of training and assessment techniques and available services appropriate for the practice.

Assessment Conditions

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

- office equipment, technology, software and consumables
- relevant legislation, regulations and codes of practice.

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>