



Australian Government

FNSPRT407 Investigate and substantiate entitlement in an intestate estate

Release: 1

FNSPRT407 Investigate and substantiate entitlement in an intestate estate

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify and verify the existence of an intestate estate, including the beneficiaries, and to prepare documentation ready for estate administration.

It applies to individuals who are proficient administrators in the personal trustee sector. They may undertake research to establish an intestate estate exists, locate beneficiaries and prepare simple financial statements ready for administration of the estate.

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

Unit Sector

Personal trustee

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. Establish file and apply for administration	1.1 Research and gather evidence that confirms that the deceased died intestate 1.2 Confirm domicile of the deceased and their movable and immovable assets 1.3 Obtain relevant affidavits to support application for administration and prepare and lodge application
2. Determine estate beneficiaries	2.1 Identify complex family issues and draft family tree 2.2 Undertake genealogical research and confirm identity and

ELEMENT	PERFORMANCE CRITERIA
	rights of beneficiaries with verifiable documentary evidence 2.3 Trace, identify and locate beneficiaries using internal or external specialists and resources where required
3. Confirm intestate scheme of distribution	3.1 Identify the relevant intestate legislation to determine beneficiaries' entitlement of the estate 3.2 Explain to potential beneficiaries the administration process and certification required to prove their entitlement 3.3 Prepare and confirm schedule of beneficiaries and their entitlements in accordance with organisational requirements

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, 1.3, 2.2, 3.1	Analyses and consolidates information and data from a range of sources against defined criteria and requirements and checks for accuracy and completeness
Writing	1.3, 2.1, 3.3	Accurately records information and prepares correspondence and documentation using clear language and organisational and statutory formats and protocols
Oral Communication	2.3, 3.2	- Articulates clearly using vocabulary suitable to audience to convey or request information - Uses listening and questioning techniques to confirm understanding
Numeracy	1.2, 3.3	Performs calculations to analyse financial information, costs and values for statutory returns, fees and commissions and reporting
Navigate the world of work	1.1, 1.3, 2.2, 2.3, 3.1	- Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements - Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with	2.3, 3.2	Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a

others		range of work contexts • Uses a range of strategies to establish a sense of connection and build rapport with clients and co-workers
Get the work done	1.1, 2.1, 2.3, 3.1	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Makes routine decisions and implements standard procedures for routine tasks using formal decision-making processes for more complex and non-routine situations • Uses digital systems and technologies to access, store and share information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence Status
FNSPRT407 Investigate and substantiate entitlement in an intestate estate	FNSPRT401 Administer an intestate estate	New element added to establish intestate file and administration element removed. Title changed.	No 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 FNSPRT407 Investigate and substantiate entitlement in an intestate estate

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Performance Evidence

Evidence of the ability to:

- research and gather evidence that confirms an intestate estate
- conduct genealogical research and determine beneficiaries and their entitlements according to legislative and organisational requirements
- prepare documentation relating to application for administration of an intestate estate and a schedule of beneficiaries
- explain to beneficiaries the processes for estate administration and proving their estate entitlement.

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 the key legislative requirements of federal, state and territory legislation and regulations relating to:
 - wills
 - intestate succession
 - probate and administration
 - preparing an application for administration
 - taxation and tax obligations, including capital gains tax, as they relate to the administration of estates
- outline the professional code of conduct, where applicable, in the personal trustee sector
- discuss the role, responsibilities and powers of the personal trust officer when substantiating an intestate entitlement estate
- identify the role of internal and external specialists relating to the substantiation of an intestate estate's entitlement

- describe organisational policies and procedures regarding the substantiation of an intestate estate entitlement
- describe potential estate liabilities including:
 - claims on the estate
 - fees and charges and other administration expenses
 - debts of the deceased
 - deceased final tax return obligations
- list and describe what constitutes verifiable documentary evidence including:
 - affidavits
 - births, deaths and marriage certificates
 - religious certificates.

Assessment Conditions

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

- appropriate legislation and regulations relevant to administering intestate estates
- the internet for searches
- organisational reference materials such as policies, procedures, manuals and checklists
- common technology and software.

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

Links

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