



Australian Government

Assessment Requirements for FNSPRT412 Prepare wills

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the FNS Financial Services Training Package Version 8.0. Supersedes and is equivalent to FNSPRT402 Prepare a will.

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:

- prepare a will for at least two different clients.

In the course of the above, the candidate must:

- advise and confirm client's understanding of the will preparation process
- identify and manage factors that may affect the implementation of the will
- assess testamentary capacity of the client and make accurate records of client's instructions.

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:

- key requirements of legislation and regulations relating to:
 - wills
 - intestate succession
 - probate and administration
 - trusteeships, including investment and obligations of trustees
 - taxation and tax obligations as they relate to administration of estates and trusts
- organisational policies and procedures relating to preparing a will
- products and services offered by personal trustee organisations and fees and charges that apply
- roles, responsibilities and powers of the personal trust officer, including:
 - organisational expectations
 - limitation of personal authority in giving investment advice
- professional code of conduct in the personal trustee sector

- types of tests applied to establish a client's testamentary capacity to make a valid will
- tests applied to establish the validity of a will
- different types of potential conflicts and factors that may affect the validity of a will, including:
 - adequate family provision claims
 - ownership of nominated assets
- beneficial location considerations for meeting with client, including:
 - free from influencing factors
 - familiar to client
 - comfortable and private
 - in person and virtual options
- role played by, and procedures for, contacting internal or external specialists in the personal trustee sector.

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.

This includes access to:

- office equipment, technology, software and consumables
- organisational policies and procedures, and legislation and regulations relevant to preparing a will.

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>