



Australian Government

FNSPRT417 Investigate and substantiate entitlement in intestate estates

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 FNSPRT407 Investigate and substantiate entitlement in an intestate estate.

Application

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

The unit applies to administrators who work in the personal trustee sector and undertake research to establish an intestate estate exists, locate beneficiaries and prepare simple financial statements ready for administration of the estate.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Users are advised to check with the relevant regulatory authorities to confirm those requirements.

Unit Sector

Personal trustees

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 deceased died intestate according to legislative requirements 1.2 Confirm domicile of deceased and their movable and immovable assets 1.3 Obtain required affidavits to support application for administration and prepare and lodge application according to legislative requirements

ELEMENT	PERFORMANCE CRITERIA
2. Determine estate beneficiaries	2.1 Identify complex family issues and draft family tree 2.2 Undertake genealogical research and confirm identity and 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 Determine beneficiaries' entitlement of the estate according to legislative requirements 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 according to organisational policies and procedures and legislative requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	Performs calculations to analyse financial information, costs and values for statutory returns, fees and commissions and reporting
Oral communication	- Conveys or requests information using clear vocabulary suitable to audience - Uses active listening and questioning to convey information and confirm understanding
Reading	Analyses and consolidates information and data from different sources against defined criteria and requirements and checks for accuracy and completeness
Writing	Accurately records information and prepares correspondence and documentation using clear language and organisational and statutory formats and protocols
Technology	Completes work tasks and provides information using the main features and functions of organisation-supported digital tools

Unit Mapping Information

Supersedes and is equivalent to FNSPRT407 Investigate and substantiate entitlement in an intestate estate.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FNSPRT417 Investigate and substantiate entitlement in intestate estates

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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:

- investigate and substantiate entitlement for at least two different intestate estates.

In the course of the above, the candidate must:

- provide evidence that confirms intestate estate and beneficiaries
- prepare documentation relating to applications for administration of above intestate estates and schedule of beneficiaries.

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 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 administration of estates
- professional code of conduct in the personal trustee sector
- role, responsibilities and powers of the personal trust officer when substantiating an intestate entitlement estate
- role of internal and external specialists relating to the substantiation of an intestate estate's entitlement

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

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:

- organisational policies and procedures, and legislation and regulations relevant to administering intestate estates.

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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