



Australian Government

Assessment Requirements for FNSPRT513 Assess, allocate and supervise work within the personal trustee sector

Release: 1

Assessment Requirements for FNSPRT513 Assess, allocate and supervise work within the personal trustee sector

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 FNSPRT503 Assess, allocate and supervise work within the personal trustee sector.

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:

- supervise work carried out for at least two personal trustee clients.

In the course of the above, the candidate must:

- identify work from client file and allocate to team members or external advisers
- monitor progress and provide support to ensure compliance with client and legislative requirements.

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, including documentation, of relevant commonwealth, state and territory legislation and regulations in regard to:
 - wills
 - intestacies
 - attorneyships and guardianships
 - probate and administration
 - trusteeships
- organisational policies and procedures relevant to assessing, allocating and supervising work within the personal trustee sector
- range of specialist services available in the financial services industry, and qualification requirements that support the personal trustee sector

- factors with potential to trigger conflict in personal trustee situations and conflict resolution strategies
- factors that increase the risk of litigation and appropriate strategies to overcome them
- roles, responsibilities and powers of the senior personal trust officer or manager, including:
 - accountability and reporting requirements
 - decision-making processes
 - setting and achieving organisational goals, targets and objectives
 - development and implementation of organisational policy and procedures
 - human resource management principles, issues and practices
- application of the professional code of conduct in the personal trustee sector at all levels, including:
 - ethical practices
 - integrity
 - professionalism
 - confidentiality.

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
- personal trustee organisational documentation and information relating to supervising work in the personal trustee sector, including human resource management policy and procedures
- financial products and services information and related legislation.

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>