



Australian Government

Assessment Requirements for FNSRTS309 Maintain main bank account

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:

- verify and process cheques and debit and credit transactions accurately
- thoroughly check transaction details and reconciliation reports, ensuring any errors are rectified in a timely manner
- report any suspicious activity in accordance with organisational procedure
- effectively complete bank account reconciliation processes, liaising with bank personnel if required.

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 steps for the teller or customer service operator in analysing transactions and reconciling the main bank account
- identify the key requirements of relevant legislation impacting on banking processes
- identify and categorise the range and type of government and non-government charges affecting bank accounts
- define the term 'stale cheque'.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial retail services field of work and include:

- access to common office equipment, technology, software and consumables.

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>