



Australian Government

FNSRTS402 Prepare government returns and reports

Release: 1

FNSRTS402 Prepare government returns and reports

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather and analyse data to prepare relevant financial and related returns or reports required by government bodies.

It applies to individuals who use analytical financial skills and systematically plan and sequence work to develop accurate reports that meet legislative and organisational quality specifications.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Financial retail services

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. Identify requirements for returns	1.1 Liaise with appropriate personnel to establish type and scope of government return required, and statutory requirements of relevant legislation 1.2 Identify all sources of data for return or report and their timing requirements
2. Plan for provision of returns	2.1 Establish timelines and procedures to meet reporting deadlines and set lead times to ensure adequate time is available, including allowance for contingencies 2.2 Liaise with appropriate personnel to obtain relevant data and information

ELEMENT	PERFORMANCE CRITERIA
3. Calculate liability in accordance with government guidelines	3.1 Review and analyse data in relation to liability and prepare spreadsheets as applicable 3.2 Verify data provided to ensure it satisfies obligations in regard to organisational policy and procedures, and compliance and regulatory requirements
4. Prepare return document	4.1 Complete proforma supplied by government departments in accurate, timely and thorough manner 4.2 Forward documents or reports to appropriate personnel for consideration and clearance within specified timeframe

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, 1.2, 3.1, 3.2, 4.1	Researches and analyses complex documents and system information to gather and derive reporting information
Writing	1.1, 2.2, 4.1, 4.2	- Prepares draft reports and returns using format, terminology and conventions specific to requirements, audience and purpose - Uses language, concepts and terminology appropriate to audience and purpose to convey and clarify explicit information and requirements
Oral Communication	1.1, 2.2, 4.2	- Participates in verbal exchanges using active listening and questioning to determine, share and confirm work requirements - Uses language, terminology and concepts appropriate to the purpose and audience
Numeracy	1.1, 1.2, 4.1	Analyses complex financial data and performs calculations for reporting
Navigate the world of work	1.1, 3.2	Takes responsibility for preparation of returns and reports that comply with legal and organisational requirements
Interact with others	1.1, 2.2	Selects and uses appropriate communication practices and protocols to obtain key information and data from relevant personnel where outcomes and responsibility

		are shared
Get the work done	1.1, 1.2, 2.1, 3.1, 3.2, 4.2	- Plans and organises work tasks according to defined requirements, taking responsibility for complex schedule needs and contingency plans - Ensures information preparation, verification and documentation is managed to meet organisational obligations and liabilities in compliance with legislative requirements - Uses familiar digital technologies and systems to access information, enter data and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSRTS402 Prepare government returns and reports	FNSRTS402A Prepare government returns and reports	Updated to meet Standards for Training Packages	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 FNSRTS402 Prepare government returns and reports

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Performance Evidence

Evidence of the ability to:

- clarify requirements and plan the government return or report
- analyse data and establish the liability for the return or report
- prepare accurate government financial returns or reports that meet the requirements of relevant legislation, codes of conduct and organisational procedures and timeframes.

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 in processes to prepare a government return or report
- discuss the key aspects of principles and procedures relating to the preparation of government reports and returns
- describe the key requirements of relevant legislation and codes of practice relating to government reports and returns.

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
- an integrated financial software system and data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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