



Australian Government

Assessment Requirements for FNSSUP302 Establish, maintain and process superannuation records

Release: 1

Assessment Requirements for FNSSUP302 Establish, maintain and process superannuation records

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:

- set up new member and employer records without errors or omissions
- enter data onto organisation's information system
- follow organisational procedures to ensure all work is completed accurately
- maintain integrity of organisational records
- effectively use administrative and accounting practices relating to member records
- demonstrate member benefit statement and calculation processes.

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 features of company policy, procedures, objectives and guidelines
- provide an overview of superannuation fund structures
- list available products and services
- provide an overview of fund rules
- outline the guiding principles of privacy regulation
- explain the key features of information technology system procedures for documentation
- identify the consequences of incorrect information
- outline the key features of organisational information, documentation and communication systems.

Assessment Conditions

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

- common office equipment, technology, software and consumables
- financial services product information
- organisational policy and procedures.

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>