



Australian Government

Assessment Requirements for FNSSUP311 Process superannuation fund payments

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 5.0.

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:

- process superannuation fund payments for at least three different clients.

In the course of the above, the candidate must:

- follow delegation of authority and assess validity of requests and sufficiency and suitability of evidence provided in support of payment
- comply with legislative requirements, organisational policies and procedures, trustee instructions, and fund conditions of entitlement in processing and recording payments and advising of entitlement decisions.

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:

- legislative requirements relating to the processing of superannuation fund payments
- organisational policies and procedures relating to processing superannuation fund payments, including:
 - obtaining and reviewing evidence
 - determining eligibility of superannuation payment requests
 - referring unusual or non-compliant payment requests to authorities
 - identifying levels of entitlement to apply to requests
 - communicating with trustees and members
 - communicating with external stakeholders
 - making superannuation fund payments
 - completing and filing documentation
 - updating organisational systems

- key components of trustee instructions and terms of the associated trusts
- key features and functions of computerised superannuation systems and procedures
- terms and conditions relating to key products involved in processing superannuation fund payments
- fund conditions of entitlement, including conditions under which investment and insurance payments can be made.

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:

- documentation and information required to process superannuation fund payments, including organisational policies and procedures
- organisational equipment, technology, software and consumables.

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>