



Australian Government

Assessment Requirements for FNSSUP312

Establish, maintain and process superannuation records

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:

- follow organisational policies and procedures to establish, check for accuracy, and process superannuation records for at least two different members and two different employers.

In the course of the above, the candidate must:

- demonstrate member benefit statement and calculation processes
- identify incorrect information and associated consequences, and correct where required and within limits of own responsibility.

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, organisational policies, procedures, objectives and guidelines relating to establishing, maintaining and processing superannuation member and employer records
- overview of superannuation fund structures and fund rules
- key features of available products and services
- components of member benefit statements and calculation processes
- guiding principles of privacy regulation
- key features of information technology system procedures for documentation
- consequences of incorrect information within organisation's information technology systems
- key features of organisational information technology systems available to maintain superannuation records.

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:

- organisational equipment, technology, software and consumables
- financial services product information
- organisational policies and procedures.

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>