



Australian Government

Assessment Requirements for FNSSUP404 Establish and customise employer accounts

Release: 1

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Modification History

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

Performance Evidence

Evidence of the ability to:

- obtain information for new employer records by using organisational information systems
- set up account systems and establish information needs
- follow organisational procedures and regulatory requirements to ensure work is completed correctly and accurately
- source required information and understand the consequences of incorrect employer documentation.

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 organisational policy, procedures, guidelines and information, documentation and communication systems relevant to employer accounts
- describe required information to establish a comprehensive employer profile
- outline the key steps in procedures for establishing transaction systems
- identify and describe the information requirements for establishing vesting arrangements, non-preserved money fund options and insurance arrangements
- describe the key obligations of privacy legislation in undertaking this work.

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

- organisational financial records
- 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>