



Australian Government

Assessment Requirements for FNSSUP503 Develop client relationships with employers and establish superannuation systems

Release: 1

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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:

- determine and analyse employer system needs
- review employer technology systems to ensure compatibility
- present most suitable fund or system for clients
- set up new employer accounts, and provide ongoing liaison and management of client accounts
- assess and analyse employer needs to identify the best fund or system to meet employer needs
- develop and present proposals and establish accounts.

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 key features, compliance and reporting requirements of:
 - superannuation industry legislation
 - taxation legislation
 - other relevant legislation
- discuss compliance responsibilities for fund administrators
- compare and contrast features and benefits of a range of fund options and services
- identify compatibility issues of information technology systems with superannuation software
- outline the key procedures for processing superannuation contributions
- describe the key features of information technology, human resource and management requirements for superannuation systems

- outline organisational communication and documentation procedures.

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>