



Australian Government

Assessment Requirements for FNSSUP505 Produce reports for superannuation

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:

- analyse report requirements and design a report
- research report content requirements to produce a clear and accurate report
- use advanced functions of word processing and/or desktop publishing software applicable to superannuation reports
- apply ergonomic and sustainability principles in the workplace.

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 aspects of legislation relevant to documentation within the superannuation industry
- outline the impact of formatting and design on the presentation and readability of documents
- describe the key features of organisational policy and procedures for written communications.

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>