



Australian Government

Assessment Requirements for FNSSUP506 Supervise and monitor operational guidelines in a superannuation organisation

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:

- monitor operational procedures and guidelines against organisational objectives, and relevant legislation and codes of practice
- brief staff about operational guidelines and counsel when breaches are identified
- identify and address factors which may affect performance of staff, systems and/or resources
- evaluate staff conformance against fund requirements and operational guidelines, and make recommendations as required
- implement and monitor performance measurement systems.

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 features of the organisation's operational guidelines relating to management of superannuation, including service standards and performance measures
- identify and outline organisational systems and resource requirements
- describe the key features of relevant industry Acts, regulations and codes of practice
- outline the key aspects of the following organisational requirements:
 - administrative processes and systems
 - marketing and advertising processes
 - documentation systems, including registry and library processes
 - human resource procedures
- identify and describe office information technology systems, and support resources and mechanisms
- explain the obligations of privacy legislation

- outline fraud deterrence practices.

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>