



Australian Government

Assessment Requirements for FNSSUP515 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 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:

- produce at least three different superannuation reports based on clear and accurate research findings according to organisational requirements.

In the course of the above, the candidate must:

- prepare documents within designated timeframe and organisational requirements.

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 relating to documentation in the superannuation industry
- organisational policies and procedures relating to superannuation, including for:
 - formatting and designing reports
 - written communications
- research methods to obtain information on development of financial and statistical details as required
- advanced functions of word processing and desktop publishing software applicable to superannuation reports.

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

- organisational financial records
- 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>