



**Australian Government**

# **Assessment Requirements for ICTICT208 Operate accounting applications**

**Release: 1**

# Assessment Requirements for ICTICT208 Operate accounting applications

## Modification History

| Release   | Comments                                                                                                     |
|-----------|--------------------------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICT Information and Communications Technology Training Package Version 1.0. |

## Performance Evidence

Evidence of the ability to:

- load and configure accounting software
- create and maintain enterprise financial records as per business and legislative requirements
- record and track transactions
- back up data
- reconcile accounts and generate reports.

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:

- discuss basic accounting concepts, including:
  - assets
  - cost of sales
  - creditors
  - debtors
  - equity
  - expenses
  - income
  - liabilities
- identify basic accounting devices, including:
  - accounts
  - chequebook register
  - general ledger

- invoices
- purchases
- sales journals
- transaction journals
- outline current legislative requirements relating to enterprise requirements, including:
  - goods and services tax
  - income tax rates
  - pay as you go
  - superannuation
- discuss the features and functions of common accounting reports, including:
  - balance sheet
  - business activity statements
  - chart of accounts
  - profit and loss
- outline the features and functions of common accounting software.

## Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- a printer and personal computer (PC) with appropriate specifications to run the software
- industry standard commercial accounting applications
- documents detailing business requirements
- legislative requirements if required.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>