



Australian Government

Assessment Requirements for ICTICT225 Operate accounting applications

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the Information and Communications Technology Training Package Version 8.0. Supersedes and is equivalent to ICTICT208 Operate accounting applications.

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:

- review at least three different types of financial transactions
- implement at least three information technology (IT) controls
- generate at least one document using an accounting application.

In the course of the above, the candidate must:

- create and maintain financial records according to organisational and legislative requirements
- apply required organisational policies and procedures.

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:

- basic accounting concepts involved in payment processes
- common types of basic accounting devices, including:
 - accounts
 - general ledgers
 - trial balances
 - invoices
 - transaction and purchase journals
- functions and features of financial reports, including:
 - balance sheet
 - statement of comprehensive income

- statement of cash flows
- statement of changes in equity
- business activity statements
- operations of accounting software
- organisational formats for documentation
- organisational policies, procedures and standards relating to work tasks.

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:

- device, software, accounting application and platform for producing financial reports
- financial information, data and documentation from the organisation
- work brief and organisational procedures required to demonstrate the performance evidence.

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=a53af4e4-b400-484e-b778-71c9e9d6aff2>