

## RPL Readiness Checklist FNS40207 Certificate IV in Financial Services (Bookkeeping)

Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

### Self Assessment for RPL

- **Certificates/ Qualifications** – if you have or think you may have completed any certificates or qualifications we require a copy of the documents.
- **Sample RPL Action Plan** - have you viewed a sample action plan?
  - RPL Questions -Your Assessor will ask you specific questions.
  - RPL Tasks - Examples of work you have completed.
  - RPL Testimonials - References from organisations, Accountants or persons you have worked with to help who can verify your experience, skills and knowledge.

Click on the following link for examples,

[http://www.officelinklearning.com.au/courses\\_portfolio\\_requirements.html](http://www.officelinklearning.com.au/courses_portfolio_requirements.html)

Please identify your level of experience in each competency.

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>CORE UNITS</b>				
FNSICIND401B	Apply principles of professional practice to work in the financial services industry - Identify the scope, sectors and responsibilities of the industry - Identify an apply financial services industry guidelines, procedures and legislation. - Manage Information - Plan work to be completed taking into consideration time, resources and other constraints. - Develop and maintain personal competency			
FNSICGEN301B	Communicate in the workplace - Use a range of techniques to gain workplace information - Communicate information to others using a range of techniques - Interact with others to achieve workplace outcomes - Record workplace information as required			
FNSICGEN302B	Use technology in the workplace - Clarify the function that the equipment fulfils - Access and enter information from/into the computer - Save files/data and produce computer reports as required - Use manuals and online help to solve			

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
	computing problems - Undertake routine maintenance of computers and associated devices - Use and maintain other workplace equipment			
FNSICGEN304B	-Apply health and safety practices in the workplace - Follow workplace safety procedures - Contribute to occupational health and safety at work - Identify and follow workplace procedures for hazard control and other emergency situations			
<b>SECTORAL CORE UNITS</b>				
FNSACCT405B	Prepare financial statements - Compile data - Prepare reports			
FNSACCT406B	Maintain asset and inventory records - Comply with organisational asset acquisition procedures - Reconcile asset register and inventory records to general ledgers - Record inventory flows - Recognise new assets and asset categories - Prepare schedules and ad hoc reports - Record disposal of fixed assets			
FNSBKPG401A	Develop and implement policies and practices relevant to bookkeeping activities -Develop a professional working relationship with relevant parties - Carry out research to identify compliance requirements and support materials - Set up and maintain appropriate systems to meet compliance requirements.			
FNSBKPG402A	Establish and maintain a cash accounting system - Identify relevant information - Establish a chart of accounts - Analyse and verify source documents - Process receipts and payments - Set up and maintain a petty cash system - Process and reconcile credit cards - Manage bank reconciliations - Prepare and produce reports			

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
FNSBKPG403A	Establish and maintain an Accrual Accounting System - Manage the chart of accounts - Process invoices, adjustments notes and other general ledger transactions - Manage contra entries - Identify and process bad debts - Manage debt recovery - prepare and process reports and trial balance			
FNSBKPG404A	Carry out Business Activity and Instalment Activity Statement tasks - Identify individual compliance and other requirements - Recognise and apply GST implications and code transactions - Report on payroll activities - Report on other amounts withheld, pay as you go (PAYG) instalments and taxes - Complete and reconcile the Activity Statement - Lodge Activity Statement			
FNSBKPG405A	Establish and maintain a payroll system - Record payroll data - Prepare payroll - Handle payroll enquiries - Maintain payroll			
<b>ELECTIVE UNITS</b>				
FNSICCUS401B	Deliver a professional service to customers - Project a positive organisational image - Identify customer needs and expectations - Provide customer service - Maintain customer confidentiality			
FNSICCUS402B	Maintain customer relationship - Maintain records of customer interaction - Provide ongoing sales service - Maintain regular communication with customers - Offer additional benefits to customers			

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_