



APPLICATION FORM

for

Recognition of Prior Learning (RPL)

in the

Certificate IV in Bookkeeping FNS40210

Qualification

All correspondence to: **PO Box 489 ~ DARLINGHURST NSW 1300**
Level 1 ~ 13-15 Wentworth Avenue ~ SYDNEY NSW 2000

Tel: **02 9283 5999** ~ Fax: **02 9283 5999** ~ e-mail: **IFSoffice@ifs-inc.com.au** ~ Website: **www.ifs-inc.com.au**
ABN: 98 697 095 230

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Who is the Institute of Financial Services (IFS)?

The Institute of Financial Services Inc. was established in 1955 as a professional 'not for profit' association. It is a government Registered Training Organisation (RTO) delivering training and qualifications to the financial services industry. See our web site for more information: www.ifs-inc.com.au.

What is Recognition of Prior Learning (RPL)?

RPL is an assessment process that recognises competencies you currently have, regardless of how, when or where the learning occurred. This includes competencies attained through any combination of formal or informal training and education, work experience or general life experience.

In order to apply for RPL, you must provide evidence that addresses and meets the requirements for each unit of competency.

Credit transfers recognise any formal qualifications you have achieved through a Registered Training Organisation or higher education institution eg a TAFE or a university. You will need to provide a JP (or equivalent) certified copy of the qualification/s and a list of the units of competency achieved. These must match the units you are seeking exemptions for.

An IFS trainer/assessor may need to contact you to discuss your application for RPL or to obtain further information from you, to be able to accurately assess your submitted evidence.

To be able to grant RPL, the assessor must be confident that you are currently competent against all elements of the competency/ies and must ensure that submitted evidence is authentic, valid, reliable, current and sufficient.

How does the RPL process work?

Evidence that is presented by the applicant is assessed against each unit of competency applied for. The evidence is assessed using the following criteria:

- Is the prior learning relevant to the course?
- Is the knowledge and skill current?
- Is it authentic and can it be verified?
- Is the knowledge and skill appropriate to Diploma level of competency?

How long will it take to be informed of the outcome of my application?

You will be notified of the outcome within 2-4 weeks of the RPL application being received by us.

How much will my RPL application cost?

The fee for an application for RPL for the full qualification is **\$1,200**.

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Applicant's Contact Details

Surname: _____ **Sex:** Male Female

Given Names: _____ **Date of Birth:** ____ / ____ / ____

Employer: _____

Business Address: _____

Daytime Telephone: _____ **Fax:** _____

Email Address: _____

I am paying the \$1,200 fee by Credit Card:

Please tick if a receipt is required

My Credit Card details are as follows:

Deduct \$1,200 for RPL fee from:

MASTERCARD VISA

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Expiry: ____ / ____

Signature: _____ **Cardholder's Name:** _____

I declare that the information/evidence that I am submitting with this RPL application is truthful and all copies of documents have been certified by a Justice of the Peace.

I understand that if I am required to undertake some training and assessment to complete any skill/s gap/s identified in the RPL process, that additional fees will apply.

Applicant's Signature: _____ **Date:** _____

Please send all documents to:

**RPL Applications
IFS
PO Box 489
DARLINGHURST NSW 1300**

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Unit of Competency: BSBOHS303B – Contribute to OHS hazard identification and risk assessment	Evidence
<ul style="list-style-type: none"> • Contribute to workplace hazard identification • Gather information about workplace hazards • Contribute to OHS risk assessment <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>appropriate methods for data collection</i> • <i>basic principles of incident causation and injury processes</i> • <i>concepts of risks, factors that affect risk and difference between a hazard and a risk</i> • <i>consequences and likelihood of risks associated with hazards in the workplace</i> • <i>formal and informal communication processes</i> • <i>internal and external sources for OHS information and data</i> • <i>key personnel in the workplace</i> • <i>legislative requirements for:</i> <ul style="list-style-type: none"> ○ <i>consultation and communication</i> ○ <i>information and data collection</i> ○ <i>notification of incidents</i> ○ <i>record keeping</i> ○ <i>reporting of incidents</i> ○ <i>specific hazards</i> • <i>limitations and subjectivity of generic hazard and risk checklists, and risk ranking processes</i> • <i>nature of workplace processes and hazards relevant to the workplace</i> • <i>organisational culture as it impacts on the workgroup</i> • <i>organisational design and structure</i> • <i>organisational policies and procedures regarding OHS</i> • <i>relevant state/territory/commonwealth OHS legislation, codes of practice, standards and guidance material</i> • <i>types and characteristics of major physical, chemical, biological, radiological, nuclear mechanical, psychosocial and environmental hazards which may be present in the workplace</i> • <i>types of hazard registers</i> 	

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Skills Required

- *research skills to investigate the effectiveness of workplace practices and processes, to review workplace practices, processes and data, and to draw relevant inferences*
- *literacy skills to prepare summary reports and memos for a range of target groups including:*
 - *employees*
 - *OHS committees*
 - *OHS representatives*
 - *managers*
 - *supervisors*
- *organisational and time management skills to sequence tasks and meet timelines*
- *communication skills to contribute effectively on hazard identification risk assessment processes*

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Unit of Competency: BSBITU306A – Design and produce business documents	Evidence
<ul style="list-style-type: none">• Select and prepare resources• Design document• Produce document• Finalise document <p>Knowledge Required</p> <ul style="list-style-type: none">• <i>appropriate technology for production requirements</i>• <i>functions and features of contemporary computer applications</i>• <i>organisational policies, plans and procedures</i>• <i>organisational requirements for document design e.g. style guide</i> <p>Skills Required</p> <ul style="list-style-type: none">• <i>keyboarding and computer skills to complete a range of formatting and layout tasks</i>• <i>literacy skills to read and understand a variety of texts; to prepare general information and papers according to target audience; and to edit and proofread documents to ensure clarity of meaning and conformity to organisational requirements</i>• <i>numeracy skills to access and retrieve data</i>• <i>problem-solving skills to determine document design and production processes</i>	

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Unit of Competency: FNSINC401A – Apply principles of professional practice to work in the financial services industry	Evidence
<ul style="list-style-type: none"> • Identify the scope, sectors and responsibilities of the industry • Identify and apply financial services industry guidelines, procedures and legislation • Identify sustainability issues for the financial services industry • Manage information • Participate in and facilitate work team activities • Plan work to be completed taking into consideration time, resources and other constraints • Develop and maintain personal competency <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>environmental or sustainability legislation, regulations and codes of practice applicable to industry and organisations</i> • <i>industry and organisation policies and procedures and ethical behaviours in regard to customer service and administration</i> • <i>industry and organisation security practices and rationale</i> • <i>internal administration systems such as accounting systems and databases</i> • <i>principles, practices and available tools and techniques of sustainability management relevant to the industry context</i> • <i>relevant legislation and statutory requirements and industry codes of practice including:</i> <ul style="list-style-type: none"> ○ <i>Consumer Credit Code</i> ○ <i>Privacy Act</i> ○ <i>Credit Act</i> ○ <i>Financial Transaction Reports Act</i> ○ <i>Corporations Act (including Accounting Standards)</i> ○ <i>Financial Services Reform Act (FSRA)</i> • <i>the economic and political climate relating to the financial industry</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>well-developed communication skills to:</i> <ul style="list-style-type: none"> ○ <i>determine and confirm work requirements, using questioning and active listening as required</i> ○ <i>relate to clients/customers and determine their needs</i> ○ <i>liaise with others, share information, listen and understand</i> ○ <i>use language and concepts appropriate to cultural differences</i> 	

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- *well-developed numeracy and IT skills to:*
 - *undertake a wide range of financial calculations*
 - *use appropriate software for complex tasks such as specialist industry information management systems, word processors, spreadsheets and databases*
 - *access, evaluate and use internet information*
- *research and analysis skills for accessing interpreting and managing information*
- *well-developed literacy skills to read and interpret documentation from a variety of sources and recording, gathering and consolidating financial information*
- *teamwork skills to work effectively and cooperatively with others and provide team leadership as required*
- *planning skills to implement environmental and energy efficiency policies and procedures relevant to the organisation*
- *organisational and time management skills to sequence tasks, meet timelines and arrange meetings*
- *learning skills to:*
 - *maintain knowledge of changes to organisation and industry requirements and expectations*
 - *comply with the most current legislative, regulatory and ethical requirements*
- *judgement skills for forming recommendations in operational situations*
- *problem solving skills to identify any issues that have the potential to impact on the work role or outcome and to develop options to resolve these issues when they arise*
- *self-management skills for complying with ethical, legal and procedural requirements*

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Unit of Competency: FNSBKG401A – Develop and implement policies and procedures relevant to bookkeeping activities	Evidence
<ul style="list-style-type: none"> • Develop a professional working relationship with relevant parties y • Carry out research to identify compliance requirements and support materials • Set up and maintain appropriate systems to meet compliance requirements <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>avenues for identifying other professionals</i> • <i>relevant industry codes of practice</i> • <i>relevant policies and procedures in regard to customer service and techniques</i> • <i>relevant statutory, legislative and regulatory requirements regarding the documentation of accounting procedures</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>communication skills to:</i> <ul style="list-style-type: none"> ○ <i>build relationships, determine and confirm client requirements, using questioning and active listening as required</i> ○ <i>liaise with others, share information, listen and understand</i> ○ <i>use language and concepts appropriate to cultural differences</i> • <i>numeracy and IT skills to:</i> <ul style="list-style-type: none"> ○ <i>accurately analyse, record and store data in accordance with organisational requirements</i> ○ <i>access and use appropriate financial management software, spreadsheets and databases</i> ○ <i>use internet information</i> • <i>self-management skills for complying with ethical, legal and procedural requirements</i> • <i>problem solving skills to identify any issues that have the potential to impact on the bookkeeping process or outcome and to develop options to resolve issues when they arise or refer to other professionals as appropriate</i> • <i>organisational skills, including the ability to plan and sequence work to provide a timely and professional service</i> 	

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Unit of Competency: FNSBKG402A – Establish and maintain a cash accounting system	Evidence
<ul style="list-style-type: none">• Identify relevant information and 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 and prepare and produce reports <p>Knowledge Required</p> <ul style="list-style-type: none">• <i>statutory, legislative and regulatory requirements relevant to bookkeeping including future changes in requirements</i>• <i>differences between cash and accrual accounting</i>• <i>relevant industry codes of practice</i>• <i>relevant organisational policies and procedures in regard to processing accounts and transactions</i>• <i>relevant statutory, legislative and regulatory requirements specifically with relation to ensuring that all bookkeeping activities undertaken meet requirements related to Activity Statements</i>• <i>manual and computerised accounting systems</i>	

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Skills Required

- *communication skills to:*
 - *build relationships, determine and confirm client requirements, using questioning and active listening as required*
 - *liaise with others, share information, listen and understand*
 - *use language and concepts appropriate to cultural differences*
- *numeracy and IT skills to:*
 - *accurately analyse, code, record and store data in accordance with organisational requirements*
 - *access and use appropriate financial management software, spreadsheets and databases*
 - *use internet information*
- *analysis for accessing, interpreting and managing relevant financial data*
- *literacy skills for interpreting documentation and compiling reports*
- *self-management skills for complying with ethical, legal and procedural requirements*
- *problem solving skills to identify any issues that have the potential to impact on the bookkeeping process or outcome and to develop options to resolve these issues when they arise or refer to other professionals as appropriate*
- *organisational skills, including the ability to plan and sequence work to provide a timely and professional service*
- *teamwork skills to identify activities required with business owners or managers and tax agents*

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Unit of Competency: FNSBKG403A – Establish and maintain an accrual accounting system	Evidence
<ul style="list-style-type: none"> • Manage the chart of accounts • Process invoices, adjustment notes and other general ledger transactions • Manage contra entries • Identify and process bad debts • Manage debt recovery • Prepare and produce reports and trial balance <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>legal systems and procedures relevant to debt recovery and necessary preliminary steps, timing and acceptable avenues for recovering debts</i> • <i>differences between cash and accrual accounting</i> • <i>relevant industry codes of practice</i> • <i>relevant organisational policies, procedures and guidelines related to the processing of transactions and records</i> • <i>relevant statutory, legislative and regulatory requirements specifically with relation to ensuring that all bookkeeping activities undertaken meet requirements related to Activity Statements</i> • <i>manual and computerised accounting systems</i> • <i>concepts of double-entry accounting</i> 	

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Skills Required

- *communication skills to:*
 - *build relationships, determine and confirm client requirements, using questioning and active listening as required*
 - *deal with debtors in an empathetic manner to clear debts if possible*
 - *liaise with others, share information, listen and understand*
 - *use language and concepts appropriate to cultural differences*
- *numeracy and IT skills to:*
 - *accurately analyse, code, record and store data in accordance with organisational requirements*
 - *access and use appropriate financial management software, spreadsheets and databases*
 - *use internet information*
- *analysis for accessing, interpreting and managing relevant financial data*
- *literacy skills for interpreting documentation and compiling reports*
- *self-management skills for complying with ethical, legal and procedural requirements*
- *problem solving skills to identify any issues that have the potential to impact on the debt recovery process or outcome and to develop options to resolve these issues when they arise or refer to other professionals as appropriate*
- *organisational skills, including the ability to plan and sequence work to provide a timely and professional service*
- *teamwork skills to identify activities required with business owners and other relevant persons*

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Unit of Competency: FNSBKG405A – Establish and maintain a payroll system	Evidence
<ul style="list-style-type: none">• Record payroll data• Payroll preparation• Handle payroll enquiries• Maintain payroll <p>Knowledge Required</p> <ul style="list-style-type: none">• <i>award and enterprise agreements and relevant industrial instruments</i>• <i>organisational policies and procedures</i>• <i>relevant industry codes of practice</i>• <i>relevant legislation from all levels of government that affects business operation, especially in regard to:</i><ul style="list-style-type: none">○ <i>occupational health and safety</i>○ <i>environmental issues</i>○ <i>equal opportunity</i>○ <i>industrial relations</i>○ <i>anti-discrimination</i>○ <i>taxation related to payroll activities</i>• <i>structure of authority in organisations</i>• <i>types of manual and computerised payroll systems</i>	

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Skills Required

- *communication skills to:*
 - *build relationships, determine and confirm work requirements, using questioning and active listening as required*
 - *liaise with others, share information, listen and understand*
 - *use language and concepts appropriate to cultural differences*
- *numeracy skills for calculating gross and net pay, comparing differing rates of pay over a given time span of the same nature, preparing cash analysis sheets and reconciling figures*
- *IT skills for accessing and using appropriate software such as spreadsheets and databases and using internet information*
- *analysis skills for accessing, interpreting and managing relevant financial data*
- *literacy skills to understand the organisation's financial policies and procedures and legislative procedures, write cheque or salary authorisations, prepare pay advice slips and maintain records*
- *self-management skills for complying with ethical, legal and procedural requirements*
- *problem solving skills to for reconciling figures and resolving employee enquiries within scope of own responsibility*
- *organisational skills, including the ability to plan and sequence workreporting skills*

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Unit of Competency: FNSBKG404A – Carry out business activity and instalment activity statement tasks	Evidence
<ul style="list-style-type: none"> • 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 <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>Australian Taxation Office (ATO) requirements, including meeting of deadlines in relation to Activity Statements</i> • <i>current statutory, legislation and regulatory requirements related to the preparation of Activity Statements</i> • <i>accounting terminology in order to understand and maintain knowledge of statutory, legislative, regulatory and other requirements</i> • <i>GST terminology, classifications, regulations and obligations</i> • <i>characteristics of software necessary for research or to record information electronically</i> • <i>TPB requirements in relation to registration as a BAS agent</i> • <i>The obligations of a BAS agent under the Tax Agent Services Act 2009 (TASA 2009), including the Code of Professional Conduct and the Civil Penalty provisions</i> 	

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- *communication skills to:*
 - *confirm work requirements, using questioning and active listening as required*
 - *liaise with others, share information, listen and understand*
 - *use language and concepts appropriate to cultural differences*
- *numeracy and IT skills to:*
 - *accurately analyse, code, record and store data in accordance with organisational requirements*
 - *identify and make adjustments as necessary to any inconsistencies in numerical data*
 - *access and use appropriate financial management software, spreadsheets and databases*
 - *use internet information*
- *analysis for accessing, interpreting and managing relevant financial data*
- *literacy skills for interpreting documentation and compiling reports*
- *self-management skills for complying with ethical, legal and procedural requirements*
- *problem solving skills to identify any issues that have the potential to impact on the Activity Statement compilation and lodgement process and to develop options to resolve these issues when they arise or refer to other professionals as appropriate*
- *organisational skills, including the ability to plan and sequence work to meet statutory, legislative, regulatory and organisational deadlines particularly with relation to the lodgement of Activity Statements*
- *teamwork skills to identify activities required with business owners and tax agents*

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Unit of Competency: BSBFIA401A – Prepare financial reports	Evidence
<ul style="list-style-type: none"> • Maintain asset register • Record general journal entries for balance day adjustments • Prepare final general ledger accounts • Prepare end of period financial reports <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>double-entry bookkeeping principles</i> • <i>general journal and general ledger entries</i> • <i>key provisions of relevant legislation and regulations from all forms of government, standards and codes that may affect aspects of business operations, such as:</i> <ul style="list-style-type: none"> ○ <i>Australian Taxation Office regulations</i> ○ <i>accounting and auditing standards</i> ○ <i>Goods and Services Tax (GST) regulations</i> ○ <i>anti-discrimination legislation</i> ○ <i>ethical principles</i> ○ <i>codes of practice</i> ○ <i>finance legislation</i> ○ <i>privacy laws</i> ○ <i>occupational health and safety</i> • <i>organisational accounting systems</i> • <i>organisational policies, procedures and accounting requirements</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>communication skills to clarify reporting requirements and obtain required data</i> • <i>literacy skills to:</i> • <i>identify financial information</i> • <i>follow the Australian Accounting and Auditing Standards</i> • <i>follow the organisation's accounting procedures</i> • <i>numeracy skills to calculate percentages, addition and subtraction</i> 	

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Unit of Competency: BSBCUS301A – Deliver and monitor a service to customers	Evidence
<ul style="list-style-type: none"> • Identify customer needs • Deliver a service to customers • Monitor and report on service delivery <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:</i> <ul style="list-style-type: none"> ○ <i>anti-discrimination legislation</i> ○ <i>ethical principles</i> ○ <i>codes of practice</i> ○ <i>privacy laws</i> ○ <i>financial legislation</i> ○ <i>occupational health and safety (OHS)</i> • <i>organisational policy and procedures for customer service including handling customer complaints</i> • <i>service standards and best practice models</i> • <i>public relations and product promotion</i> • <i>techniques for dealing with customers, including customers with specific needs</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>literacy skills to read and understand a variety of texts; to prepare general information and papers according to target audience; and to edit and proofread texts to ensure clarity of meaning and accuracy of grammar and punctuation</i> • <i>technology skills to select and use technology appropriate to a task</i> • <i>communication skills to monitor and advise on customer service strategies</i> • <i>problem-solving skills to deal with customer enquiries or complaints</i> • <i>analytical skills to identify trends and positions of products and services</i> 	

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Unit of Competency: FNSACC404A – Prepare financial statements for non-reporting entities	Evidence
<ul style="list-style-type: none"> • Compile data • Prepare reports <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>ethical considerations for the handling of financial matters including conflict of interests</i> • <i>financial legislation including for:</i> <ul style="list-style-type: none"> ○ <i>taxable transactions</i> ○ <i>reporting requirements</i> • <i>forecasting and analysis techniques</i> • <i>methods of presenting financial data</i> • <i>options, methods and practices for deductions, benefits and depreciations</i> • <i>organisational guidelines and procedures</i> • <i>principles of double-entry bookkeeping and accrual accounting</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>communication skills to:</i> <ul style="list-style-type: none"> ○ <i>determine and confirm report requirements, using questioning and active listening as required</i> ○ <i>liaise with others, share information, listen and understand</i> ○ <i>use language and concepts appropriate to cultural differences</i> • <i>literacy skills to:</i> <ul style="list-style-type: none"> ○ <i>read and interpret documentation from a variety of sources</i> ○ <i>read and interpret financial statements and reports</i> • <i>well-developed writing skills for preparing reports and recommendations, recording and classifying financial information</i> • <i>numeracy skills for financial calculations and analysis</i> • <i>IT skills for setting up and analysing spreadsheets</i> • <i>estimating, forecasting and analysis skills</i> • <i>organisational skills, including the ability to plan and sequence work and meet organisational timelines</i> 	

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Unit of Competency: FNSACC405A – Maintain inventory records	Evidence
<ul style="list-style-type: none"> • Process inventory purchase • Record inventory flows • Reconcile inventory records to general ledgers • Prepare inventory schedules and ad hoc reports <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>banking processes</i> • <i>process for entering data into general ledgers</i> • <i>inventory valuation rules</i> • <i>reconciliation processes</i> • <i>spreadsheets functions</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>communication skills to:</i> <ul style="list-style-type: none"> ○ <i>determine and confirm work requirements, using questioning and active listening as required</i> ○ <i>liaise with others, share information, listen and understand</i> ○ <i>use language and concepts appropriate to cultural differences</i> • <i>research skills such as:</i> <ul style="list-style-type: none"> ○ <i>accessing and managing information</i> ○ <i>interpreting documentation</i> ○ <i>coordinating tasks</i> • <i>numeracy and IT skills such as:</i> <ul style="list-style-type: none"> ○ <i>calculating financial ratios and related information</i> ○ <i>accessing and using appropriate software such as spreadsheets and databases</i> • <i>literacy skills to read and interpret documentation from a variety of sources and recording, gathering and consolidating financial information</i> • <i>organisational skills, including the ability to plan and sequence work</i> • <i>problem solving skills to address data integrity issues</i> 	

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Unit of Competency: FNSACC406A – Set up and operate a computerised accounting system	Evidence
<ul style="list-style-type: none"> • Implement an integrated accounting system • Process transactions within the system • Maintain the system • Produce reports • Ensure system integrity <p>Knowledge Required</p> <ul style="list-style-type: none"> • <i>organisational procedures and policies relating to maintaining financial records</i> • <i>principles and practices of accrual accounting</i> • <i>principles of double entry accounting</i> • <i>relevant financial services industry legislation and statutory requirements</i> • <i>the characteristics and included information in relevant source documents of financial data</i> <p>Skills Required</p> <ul style="list-style-type: none"> • <i>communication skills to:</i> <ul style="list-style-type: none"> ○ <i>determine and confirm work requirements, using questioning and active listening as required</i> ○ <i>liaise with others, share information, listen and understand</i> ○ <i>use language and concepts appropriate to cultural differences</i> • <i>research skills such as:</i> <ul style="list-style-type: none"> ○ <i>accessing and managing information</i> ○ <i>interpreting documentation</i> • <i>numeracy skills for financial calculations and analysis</i> • <i>well-developed IT skills for modifying and using integrated financial software</i> • <i>literacy skills for identifying and using financial data from a variety of sources</i> • <i>problem solving skills to identify any issues that have the potential to impact on the data entry and reporting process and to develop options to resolve these issues when they arise</i> • <i>organisational skills, including the ability to plan and sequence work</i> 	