

**Assessor Guide**  
**FNSACC301 Process financial transactions  
and extract interim reports**

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1<sup>st</sup> Edition 2017

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# Advice for Assessors

Welcome to the Assessor Guide.

The suite of training and assessment materials for the unit of *competency FNSACC301 Process financial transactions and extract interim reports* comprises three main components:

- Assessor Resources, including:
  - this Assessor Guide, which contains instructions on how to contextualise assessment tasks and conduct assessments
  - assessment tasks ready to be contextualised for the delivery environment, learner cohort and any other relevant factors
  - a customisable 'Assessment Materials' document to enable RTO staff to create a complete set of assessment tasks for learners.
- Facilitator Resources, including:
  - a Facilitator Guide, which contains delivery advice, customisable Delivery Plan and session plans
  - customisable PowerPoint presentations.
- a Participant Workbook that includes:
  - learning materials to assist learners to understand key concepts and terms
  - learning activities to assist learners to practise their understanding.

## In this Assessor Guide

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This Assessor Guide contains, for each assessment task:

- an overview of the task
- assessor instructions for conducting the assessment
- a marking guide, which contains guidance on satisfactory completion of the task and answers/sample responses where applicable
- a feedback sheet, which will be provided to the learner after the assessment judgement has been made; contains the specifications from the marking guide minus the answers/sample responses
- appendices, which contain additional information that the learner may need to be provided by the assessor during assessment.

It also contains a detailed table that maps each assessment task to the unit of competency and its assessment requirements.

# Assessment Task 1: Accounting practices, processes and procedures

## Overview

In this assessment task, learners will answer short answer questions and respond to a scenario to demonstrate their knowledge and understanding of:

1. accounting processes and procedures, and associated legal and ethical considerations
2. using accounting systems
3. keeping the books
4. undertaking any accounting activities for businesses.

This task will also test their ability to identify the common types of errors, irregularities and discrepancies that may occur when preparing and processing accounts and financial reports.

## Assessor instructions

It is recommended:

- that the assessment task is handed out after delivery of Session 3
- that the assessment task is submitted after delivery of Session 7
- that learners refer to the Extreme Incorporated case study provided separately.

However, it is up to the individual RTO to decide on arrangements that are appropriate to their learner cohort, including the level of supervision.

The context and conditions of assessment, which must be met when conducting this assessment task, are outlined in the following table.

**Note to assessors:** Complete the relevant sections of the following table. After you have contextualised this assessment task, return and update the whole table as required.

Context and conditions for assessment		
Requirement	Detail	Done (✓)
This assessment task has been contextualised to suit learners who:	<p>&lt;RTO to complete - description of learner cohort.&gt;</p> <p>&lt;RTO to complete - details of assessment environment, e.g. in a learning environment, in a simulated environment, or in a workplace.&gt;</p>	

## Marking guide

Assessors must use the following marking guide when assessing learner performance for Assessment Task 1: Accounting practices, processes and procedures. This will ensure consistency in the judgements made about each learner's performance, and between assessors.

**Note to the assessor:** Remember to update the marking guide after you have contextualised the assessment task.

The learner:	
1	submitted answers to all questions; partially completed responses will not be accepted
2	participated in a brief role-play where they asked a series of questions to their manager (your assessor)
3	submitted a completed purchase order
4	Submitted all documentation in the format and within the timeframe agreed with the assessor.