



FNSACC418

ASSESSOR GUIDE

Work effectively in the accounting and bookkeeping industry

Assessment 3 of 3

Project



Assessment Instructions

Task overview

This assessment requires you to complete six (6) tasks. Some tasks have multiple parts. Read each assessment task carefully before typing your response in the space provided.

To be assessed as competent, you must complete all tasks required.

Additional resources and supporting documents

To complete this assessment, you will need:

- Access to the learning materials
- Access to a computer and the internet
- Access to Microsoft Word
- Access to Xero/MYOB
- Assessment 3 Workbook
- ICB Prepayments Information Sheet
- New Employee Checklist
- Code of Conduct Policy Template

Assessment Information

Submission



You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.



Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)



However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Student Instructions

This is an open-book written assessment – you can use your learning materials as a reference.

This assessment uses a simulated business called Brilliant Bookkeepers, a service-based business that provides bookkeeping services to clients. To complete the assessment tasks, you must access information, templates, policies, and procedures associated with Brilliant Bookkeepers. These additional resources and supporting documents can be downloaded from the learning platform under the Assessment 3 tab.

Terry is the owner of Brilliant Bookkeepers. He is also a registered BAS Agent. Brilliant Bookkeepers employs two accounts clerks to assist Terry with processing clients' bookkeeping requirements. Macey works full time, and Kane works three days per week, from Monday through to Wednesday. Brilliant Bookkeepers is currently reviewing the professional development of all staff members.

Assessor Instructions

Purpose of the Task

This assessment requires candidates to answer written questions to demonstrate that they understand the skills and knowledge needed for this unit.

Reassessment Arrangements

If candidates answer any questions in this assessment incorrectly, they must be given an appropriate time to resubmit. Candidates should only redo incorrect questions but must resubmit the entire assessment.

Guidance to Assessors About this Task

Candidates can be given the opportunity to answer questions verbally if appropriate. Benchmark responses for each question have been provided.

Task 1

Engaging in regular professional development activities is a requirement to maintain BAS Agent registration with the Tax Practitioners Board. To complete a professional development activity, access the ICB Prepayments Information Sheet in the Assessment 3 tab.

Read the information sheet to further your understanding of prepayments in accounting and bookkeeping. In the space below, summarise the article as evidence of your professional development.

(Word length: 250-350 words)

Assessor Instructions

Candidates are to read the ICB Prepayments Information Sheet and write a summary of the publication.

A benchmark answer is provided below.

Summary of prepayments in accounting and bookkeeping article

Prepayments are payments made in one reporting period that can be attributed to multiple reporting periods or for goods and/or services that will not be received until a future reporting period. Expenses that cover multiple reporting periods are often prepayments such as insurance renewal premiums and annual subscriptions, usually paid annually but cover the full twelve reporting periods (month) of the financial year.

The liability for the prepayment is recognised in the period that the payment is made, and the GST is claimed within that reporting period. Small businesses with an annual turnover of less than \$10,000,000 can claim the entire amount immediately upon payment if the purchase is less than \$1,000 and the goods or services are received within the same financial year as the payment is made. Small businesses can also immediately claim the deductible expense if the prepaid expense is for something to be obtained over twelve months or less, and the service period ends in the financial year following the year the expense was incurred. An example of this is a car insurance premium renewal.

When accounting for prepayments, a prepayments asset account needs to be created, which shows the prepayment balance on the balance sheet for each reporting period. The expense is expensed to the appropriate profit and loss account each financial period until the prepayment has been fully allocated. A monthly journal entry is credited to credit the prepayments account, thereby reducing the balance of the asset and debiting the expense account, thereby increasing the balance in the expense account.

Task 2

Terry is preparing to renew his registration as a BAS Agent with the Tax Practitioners Board (www.tpb.gov.au). Terry wishes to renew his registration for the standard three-year period.

Terry has asked you to research the continuing professional development requirements for maintaining BAS Agent registration and summarise the requirements in the space below. Your answer must include the following:

1. Number of hours
2. Types of professional development activities
3. Record-keeping
4. Reference your source/s

(Word length: 100-150 words)

Assessor Instructions

Candidates must outline the requirements for registration for BAS Agents as per the Tax Practitioners Board and must include the following:

1. Total professional development hours of 45 over three (3) years, with a minimum of five (5) hours per year
2. Reference at least one source
3. Types of professional development activities.

A benchmark answer is provided below.

Requirements for registration for BAS Agents as per the Tax Practitioners Board

Registered BAS Agents must complete ninety (90) hours of continued professional education (CPE) throughout their three (3) year registration period, with a minimum of twenty (20) hours each year. If your registration period differs from this, the time must be pro rata.

Continued professional education activities can include:

- Seminars, workshops, lectures, and courses
- Structured in-house training, conferences, webinars and discussion groups
- Higher education and vocational education courses
- Up to 25% of technical and professional reading

You should maintain a record and evidence of any continued professional education activities that have been completed, including details of the activity, the date and the hours undertaken.

(Source: https://www.tpb.gov.au/sites/default/files/de-13308_cpe-factsheet_basagent.pdf?v=1575502583)

Task 3

Brilliant Bookkeepers has experienced a significant surge in client demand. Terry has offered you a bookkeeper position to accommodate the increased workload and maintain the high level of service they are known for. As a registered bookkeeper with the TPB, you are excited by this opportunity.

In the past, Terry has kept records of any professional development activities completed in a folder on his computer called PD (Year). This system is not highly effective as no planning is done, and the hours for continuing professional education are not tracked effectively. Terry has developed a Continuing Professional Education Planner template to systematically plan, track, and monitor staff professional development activities.

- a) For this task, you are required to complete two (2) professional development courses. These can be from either Xero Central or MYOB Academy.

If you have chosen to use **Xero**, One of the courses you must complete is 'Get Started with the Basics,' which will take approximately 90 minutes.

Here's how to access the 'Get Started with the Basics' training on Xero:

1. Log in to Xero Central: Go to the Xero Central website and log in with your credentials.
2. Navigate to the Learning section: Once logged in, find and click on the 'Learning' tab or section in Xero Central.
3. Search for the course: Type 'Get started with the basics' in the search bar.
4. Select the course: From the search results, click on the 'Get started with the basics' course.
5. Complete the training: Go through the course materials and complete the training, which will take approximately 90 minutes.

Here's how to access training on MYOB Academy:

1. Log in to MYOB Academy: Go to the MYOB Academy website and log in with your credentials.
<https://academy.myob.com/>
2. Navigate learning section: Select "Browse learning".
3. Search for the course: On the course you have chosen, select "find out more".
4. Select "Save to dashboard" to save this on your profile.
5. Select "Start Learning".
6. Complete the training.

Repeat similar steps to find, enrol, and complete the second course.

After you have completed both courses, use the snipping tool to capture a screenshot of the courses you have completed and paste the screenshot into the table below.

Here's how to access the list of the courses you have completed from Xero:

1. Log in to Xero Central: Go to the Xero Central website and log in with your credentials.
2. Navigate to the Learning section: Once logged in, find and click on the 'Learning' tab or section in Xero Central.
Access your User Profile: Select your User Profile in the top right corner, and from the drop-down menu, select 'My learning history'.
3. View completed courses: The 'History page' will allow you to view the completed courses by filtering the status to 'Passed'.

Here's how to access the list of the courses you have completed from MYOB:

1. Login into MYOB Academy: Go to the MYOB Academy website and log in with your credentials.
2. Access your user profile: Top right corner, click on your name and select "profile"
3. Access record of learning: Select "record of learning" under Learning
4. Screenshot record of learning: Scroll to the bottom of the page to find the professional development you have completed.

Assessor Instructions

Candidates must provide a screenshot as evidence they have completed (2) Xero/MYOB courses as part of their professional development. One of the courses must be 'Get started with the basics'. This course has been specifically selected so that students can explore the fundamentals of Xero/MYOB.

By the end of this course, students, you will be able to:

- Explain the advantages of using Xero/MYOB to record and monitor your business finances.
- Customise essential settings to tailor Xero/MYOB to your specific needs.
- Navigate Xero/MYOB and complete daily bookkeeping tasks, including raising sales invoices, recording supplier bills, reconciling the bank and running standard financial reports.








This learning will be built on in modules:

- Module 7 - Set up and operate computerised accounting systems
- Module 9 - Complete business activity and instalment activity statements
- Module 10 - Prepare financial statements for non-reporting entities

A benchmark answer is provided below.

Screenshot of completed Xero or MYOB courses


XERO

	Track the performance of your business 3m ★ 4.0	18. Jun	Passed (100%)
	Access and customise reports 6m ★ 3.9	18. Jun	Passed (100%)
	Set up your small business in Xero - AU 45m ★ 4.2 Beginner	18. Jun	Passed
	Get started with the basics 1.5h ★ 5.0 Beginner	18. Jun	Passed
	Monitor business performance Beginner	18. Jun	Passed
	Reconcile bank transactions Beginner	18. Jun	Passed
	Manage supplier bills	18. Jun	Passed

Screenshot must include this course

MYOB Academy

Show/Hide Columns

Type	Course Title ▲	Plan	Course due date	Previous Completions	Progress	Course completion date
	Setting up				100%	9 Aug 2024

Export as

CSV

Export

- b) Terry has asked you to complete the Continuing Professional Education Planner for the three (3) financial years 2023-2026 in compliance with the BAS Agent registration requirement of the Tax Practitioners Board (www.tpb.gov.au). You currently hold a Certificate IV in Accounting and Bookkeeping.

Assessor Instructions

Candidates must complete the Continuing Professional Education Planner. Answers will vary, but candidates must:

- Plan for at least 20 hours of CPE per calendar year
- Plan for a total of 90 hours of CPE or more over three years
- Include suitable professional development activities, as set by the Tax Practitioners Board (www.tpb.gov.au/sites/default/files/de-13308_cpe-factsheet_basagent.pdf?v=1575502583). A benchmark response is below.

Brilliant Bookkeepers Continuing Professional Education Planner			
Name	Candidates Name	Period	Jul 2023- Jun 2026
Current Qualifications	Certificate IV in Accounting and Bookkeeping		
CPE Activity	Provided by / Resource	When	Hours
Attend ABN Coffee Club	www.austbook.net	Jan 2024	1.5
Reading: ICB monthly newsletter	www.icb.org.au	Feb 2024	1.5
Attend the International Conference on Finance and Accounting	www.waset.org	2-3 December 2024	15
Reading: ICB monthly newsletter	www.icb.org.au	January 2025	1.5
Attend ATO webinar	www.ato.gov.au	March 2025	1
Xero Training: Get started with the basics	www.xero.com.au	June 2025	1.5
Reading: ICB monthly newsletter	www.icb.org.au	June 2025	1.5
Attend payroll tax seminar.	www.revenue.nse.gov.au	September 2025	2
Complete Tax Law for Tax Agents Skill Set	www.ssbte.edu.au	November 2025	80
Attend ATO webinar	www.ato.gov.au	March 2026	1
Attend FBT seminar	www.ntaacom.au	March 2026	6.5
Reading: ICB monthly newsletter	www.icb.org.au	June 2026	1.5

Task 4

While working at Brilliant Bookkeepers, Macey and Kane have not participated in any professional development plan or staff training. To ensure staff remain current and up to date with industry changes, Terry has decided to implement the new professional development plan for all his staff.

Over the past few months, Brilliant Bookkeepers has had an increasing number of questions about cloud-based accounting software from clients. Because of this emerging trend, Terry would like Macey and Kane to become Certified Advisors.

To do this, they must complete certification courses as their first professional development activity.

Terry has asked you to compose an email advising Macey and Kane of the following:

- Implementation of the new professional development planner
- Discuss reviewing and amending the plan, if necessary, every six months
- Brilliant Bookkeepers' commitment to staff training
- Emerging trends in bookkeeping to cloud-based solutions
- Details of the adviser certification course (Xero/MYOB)
- Advise that they must both complete the training within the next 30 days and send the Certification for record-keeping

When composing your email, refer to the software you have chosen (MYOB/Xero)

Xero Advisor Certification: <https://central.xero.com/s/learning>

MYOB Certified: <https://www.myob.com/au/support/myob-practice/partner-program/partner-program-certifications>

Your email must be professionally composed, and your communication style must be adapted to show respect for the values, beliefs, and cultural expectations of others.

(Word length: 150-250 words).

Assessor Instructions

Candidates must compose an email to Macey and Kane and include the following:

- Implementation of the new professional development planner
- Discuss reviewing and amending the plan, if necessary, every six months
- Brilliant Bookkeeper's commitment to staff training
- Emerging trends in bookkeeping to cloud-based solutions
- Details of the certification course (Xero adviser certification course or MYOB certified course)
- Advise that they must both complete the training within the next 30 days and send the Certification for record-keeping

The email must be professionally composed with a communication style adapted to show respect for the values, beliefs and cultural expectations of others.

A benchmark answer is provided below.

Email Template

To: Kane and Macey

From: *Student Name*

Subject: *Professional Development*

Dear Kane and Macey,

Thank you both for your efforts in your roles; it is much appreciated. I recognise that Brilliant Bookkeepers has not yet provided staff training, which needs to change.

To support your professional development, I have created a Continued Professional Education Planner (see attached). This planner will help us schedule and track your professional development activities. We will create an individual plan for each of you and review it every six months, making adjustments as necessary.

Due to emerging trends in the accounting and bookkeeping industry, we are receiving increasing enquiries from clients about cloud-based accounting solutions. To address this, the first activity in your professional development plans will be to become a certified advisor (*MYOB Certified/ Certified Xero Advisor*).

To gain this certification, you will need to complete a certified advisor course (*MYOB Certified/ Certified Xero Advisor*). This training is available as a self-paced course or webinar and takes approximately 5 hours to complete. Please allocate time over the next 30 days to complete this training. You can do it in stages; it does not need to be completed simultaneously. Once you have finished, please send your completed certificate for our records.

Kind regards,
Students Name

Task 5a Role Play

This is a role-play activity between Terry, Macey, and Kane.

Macey and Kane have recently completed their Certified Advisor course training and have become Certified Advisors. Terry wants to meet with them to acknowledge and reward their hard work and dedication to Brilliant Bookkeepers. Additionally, Terry wants to ensure he fully understands the training process and provides an opportunity for Macey and Kane to share their feedback.

Role play instructions

The meeting must include at least three (3) participant/s, must not exceed ten minutes in duration and must address all requirements listed under Key Observation Criteria.

Key Observation Criteria

During the role-play, you will be required to:

- Follow accepted communication practices by welcoming participants
- Use active listening skills
- Use questioning techniques to clarify understanding and elicit feedback

- Use a communication style that shows respect for the values, beliefs and cultural expectations of others
- Support team members.

Participant information

During the role-play, you will demonstrate your interaction skills with two other persons. Participants in your role play may be:

1. friends or family members; or
2. Fellow student/s who will play the role of a team member.

Option 1: Friend/s or family member/s

Should you complete this task with friends or family members, you must fully brief each participant, providing them with the context of the role play, a role outline to play and the 'Key Observation Criteria' so they can prepare for the recording.

Each friend or family member participant must state their name and role at the start of the recording to provide their consent.

Option 2: Fellow student/s participant

Please contact your fellow student/s via the Discussion Forum and coordinate your role-play with them directly.

Fellow student/s participating in the recording must be provided context to their role and responsibilities in the session and have reviewed the assessment activity with the 'Key Observation Criteria' to prepare for the recording.

Student/s will need to state their name and role at the meeting at the start of the recording to provide consent.

Participants' briefing instructions

Participant 1 – Terry (role played by the student)

You will play the role of Terry, the owner of Brilliant Bookkeepers. Terry is a registered BAS Agent. Brilliant Bookkeepers employs two accounts clerks to assist Terry with processing clients' bookkeeping requirements: Macey, who works full-time, and Kane, who works three days per week. Macey and Kane have recently completed their accredited advisor training and have become certified advisors (MYOB/Xero). You have requested a meeting with them to gather feedback on the course.

You must ask Macey and Kane for feedback on the Certified Advisers course (Xero/MYOB) and their readiness to apply their knowledge to client work. Feedback will need to relate to the software chosen in Tasks 3 and 4.

You must also support the ongoing professional development of your team.

Participant 2 – Macey

You must participate in a role-play meeting with two other participants, Kane, a part-time employee of Brilliant Bookkeepers, and Terry, the owner of Brilliant Bookkeepers, also a registered BAS Agent.

Macey is a full-time employee who has just completed the Adviser training and is now a Certified Adviser. When asked, you must provide the following feedback to Terry on the training you completed.

'The training went smoothly for me, and I completed it within the specified timeframes set by Xero/MYOB. While I didn't find the training particularly challenging, it was a valuable refresher for my knowledge and skills in using the Xero software'.

When asked about your readiness to apply your knowledge to clients, you must respond,

'I'm eager to use Xero/MYOB to its full potential at Brilliant Bookkeepers and help our existing clients and grow our client base'.

Key Observation Criteria

During the role-play, the student must:

- Follow accepted communication practices by welcoming participants
- Use active listening skills
- Use questioning techniques to clarify understanding and elicit feedback
- Use a communication style that shows respect for the values, beliefs and cultural expectations of others
- Support team members.

Participant 3 – Kane

You must participate in a role-play meeting with two other participants, Macey, a full-time employee of Brilliant Bookkeepers, and Terry, the owner of Brilliant Bookkeepers, also a registered BAS Agent.

Kane is a part-time employee who has just completed the Adviser training and is now a Certified Adviser. When asked, you must provide the following feedback to Terry on the training you completed.

'I'm feeling a lot more confident using the software. I completed the course; however, due to my limited experience using Xero/MYOB, I needed some help from Macey.'

When asked about your readiness to apply your knowledge to clients, you must respond,

'I do feel prepared to apply the knowledge I've gained to assist our clients. While I did require some guidance from Macey during the course, I now feel confident in my understanding of the software. I am enthusiastic about using my newfound skills to provide bookkeeping solutions to our clients.'

Key Observation Criteria

During the role-play, the student must:

- Follow accepted communication practices by welcoming participants
- Use active listening skills
- Use questioning techniques to clarify understanding and elicit feedback
- Use a communication style that shows respect for the values, beliefs and cultural expectations of others
- Support team members.

Recording instructions

Your role play must be recorded with all participant/s captured in a virtual room using an application such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participant/s at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, followed by all participants replying with their names and their roles to provide their consent.

“This session is being recorded for assessment purposes for my course. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and the role they are going to play.”

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

Save the video recording using the following naming convention: **FNSACC418_StudentName_yymmdd_03_Role Play**. Include this recording as part of your assessment submission.

Assessor Instructions

This is a role-play meeting between Terry, the owner of Brilliant Bookkeepers, and two of his employees, Macey and Kane. Macey and Kane have recently completed their accredited advisor training (Xero/MYOB) and have become certified advisors. Terry is meeting with them to acknowledge and reward their hard work and dedication to Brilliant Bookkeepers. Additionally, Terry wants to ensure he fully understands the training process and provides an opportunity for Macey and Kane to share their feedback.

Candidates must submit a video recording of the role-play meeting between themselves and the (2) participants. The candidate assumes the role of Terry, owner of Brilliant Bookkeepers, and a friend, family member or fellow student assumes the roles of Macey and Kane, employees of Brilliant Bookkeepers. The meeting must be approximately ten (10) minutes in duration, assess the foundation skill of Oral Communication and address all elements of the Observation Checklist below.

Use the following Observation Checklist to record your observations while you watch the video. In the Student Assessment Feedback Form, write a general comment where all criteria are demonstrated. Where one or more criteria are not demonstrated to a satisfactory standard, make a specific comment for each criterion requiring re-submission, including constructive feedback in the Student Assessment Feedback Form.

Observation Checklist (to be completed by the Assessor)	
Use this checklist while reviewing the recorded role play:	
Did the candidate ...	Satisfactory/Not Yet Satisfactory
Follow accepted communication practices by welcoming participants. The candidate must: <ul style="list-style-type: none"> open the meeting by welcoming all participants, such as ‘Good morning all, thank you for attending this meeting’. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory

<p>Use active listening skills.</p> <p>The candidate must:</p> <ul style="list-style-type: none"> • Use verbal and nonverbal cues. For example: <ul style="list-style-type: none"> ○ provide verbal affirmations such as, I see, That makes sense, or I understand to show that you're actively processing the information. ○ Nodding occasionally and using appropriate facial expressions demonstrate your attentiveness and understanding. • Allow participants to finish their thoughts without interrupting. • Be Patient, especially when the speaker needs time to express their thoughts fully. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Use questioning techniques to clarify understanding and elicit feedback.</p> <p>The candidate must:</p> <ul style="list-style-type: none"> • Ask Macey and Kane for feedback on the Certified <i>Xero/MYOB</i> Advisers course and their readiness to apply their knowledge to client work. • Paraphrase and Summarise. For example, repeat what they have heard in their own words to confirm understanding and show that they are actively processing the information. • Ask clarifying questions. For example, ask open-ended questions to understand the speaker's viewpoint better if something is unclear. • Clarify any ambiguity. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>

Use a communication style that shows respect for the values, beliefs and cultural expectations of others.

The candidate must demonstrate a communication style that respects the values, beliefs, and cultural expectations of others. For example:

- Show genuine interest in what Macey and Kane have to say and give them their full attention.
- Avoid interrupting and listen without judgment.
- Be mindful of their language to ensure it's inclusive and respectful of diversity.
- Be flexible in their communication style to accommodate cultural differences. This may involve adjusting their tone, body language, and choice of words to ensure they align with the cultural expectations of the other participants.
- If misunderstandings occur, address them respectfully. Clarify any misconceptions and seek common ground for mutual understanding.

Satisfactory
 Not Yet Satisfactory

Support team members

The candidate must actively support Macey and Kane. This can be demonstrated by:

- Soliciting Feedback
- By inviting Macey and Kane to share their feedback openly
- Providing a platform for Macey and Kane to express any concerns
- Encouraging ongoing professional development
- Expressing gratitude, reinforcing a positive and supportive work culture.

Satisfactory
 Not Yet Satisfactory

Assessors Name:

Date:

Task 5b

Review and analyse the implemented Continuing Professional Education Planner and suggest three (3) ways the new plan could be improved to enhance the planner to make it more versatile, user-friendly, and/or informative.

(Word length: 25-50 words)

Assessor Instructions

Candidates must suggest three (3) ways the Continuous Professional Education Planner can be improved. Candidate responses will vary but need to suggest improvements to enhance the planner, making it more versatile, user-friendly, and/or informative.

A benchmark answer is provided below.

Ways the Continuing Professional Education Planner could be improved	
1.	Include an area on the planner for staff members and the manager to sign, showing they agree to the plan.
2.	Include a column for 'completed' that can be filled in after completing each task.
3.	Develop a standard operating procedure to support the planner.

Task 6

Brilliant Bookkeepers employees have recently received inquiries from several clients about the information they should provide new employees during onboarding. Recognising the need for a comprehensive resource, Terry agreed that creating a new employee checklist and providing links to documents new employees need to complete would be a valuable offering for their clients. He has asked you to manage this task.

Download a copy of Brilliant Bookkeepers' New Employee Checklist. Update the checklist by providing links to the forms, factsheets, and information statements listed on the checklist.

a. In the template provided below, prepare an email to Macey, Kane, and Terry. Your email must:

- Outline the reason you have created the New Employee Checklist
- Include a copy of the resource in the body of the email
- Organise a workshop between Terry, Macey and Kane for 25th May for the team to discuss the checklist and the need for employers to provide employees with a safe workplace.

(Word length: 175 - 225 words)

Assessor Instructions

Candidates must draft an email to Macey, Kane and Terry. The email must:

- Outline the reason you have created the New Employee Checklist
- Include a copy of the resource in the body of the email with links to the following:
- National Employment Standards fact sheet
- Tax file number declaration form
- Superannuation choice form
- Fair Work Information Statement
- Casual Employment Information Statement
- Organise a workshop between Terry, Macey and Kane for 25th May for the team to discuss the checklist and the need for employers to provide employees with a safe workplace

A benchmark answer is provided below.

Email Template

To: Macey, Kane and Terry

From: (Candidates Name)

Subject: New Employee Checklist

Dear Macey, Kane, and Terry,

I hope this email finds you well. I wanted to address the recent inquiries you received from clients regarding the information they should provide to new employees during onboarding. Recognising the need for a comprehensive resource, I am pleased to share the New Employee Checklist.

This checklist has been structured to guide employers through onboarding new employees. It covers documents employers need to provide to new employees and other crucial information. By providing this checklist to our clients, we aim to offer them a valuable resource that streamlines their onboarding process and ensures compliance with necessary legal requirements.

I propose organising a workshop to discuss the checklist further and highlight the importance of employers providing a safe workplace for their employees. This workshop will be an excellent opportunity for us to address any questions or concerns regarding the checklist and delve into workplace safety. I suggest scheduling the workshop for the 25th of May.

Please let me know your availability for the workshop, and I will coordinate the logistics accordingly.

New Employee Checklist

This checklist has been created to help you in inducting new employees.

Before your employee starts work

Ensure you have:	Tick when completed
<ul style="list-style-type: none"> Told the employee where, when and who they should report to before their first day and whether they need to bring any tools or equipment. 	
<ul style="list-style-type: none"> Organised building, IT access, and any uniforms (if necessary). 	
<ul style="list-style-type: none"> A returned, signed copy of the letter of engagement or employment contract and a copy of the Introduction to the National Employment Standards fact sheet. Introduction to the NES fact sheet (fairwork.gov.au) 	
<ul style="list-style-type: none"> A completed Tax file number declaration form. PDFfiller - tax file declaration form.pdf 	
<ul style="list-style-type: none"> A completed Superannuation choice form Superannuation standard choice form (ato.gov.au) 	
<ul style="list-style-type: none"> The employee's bank account details 	
<ul style="list-style-type: none"> A copy of any licences held by the employee needed for the job, e.g., Drivers Licence, Forklift Licence 	
<ul style="list-style-type: none"> Give the employee a copy of the Fair Work Information Statement and a copy of the Casual Employment Information Statement if they are a casual employee. Fair Work Information Statement Casual Employment Information Statement (fairwork.gov.au) 	

On the first day (or soon after)

Orientation and housekeeping:	Tick when completed
<ul style="list-style-type: none"> Introduce the new employee to other staff. 	
<ul style="list-style-type: none"> Show the new employee the kitchen/meal, toilet facilities and where to store personal items (bags, jackets etc.) 	
<ul style="list-style-type: none"> Given the employee copies of relevant business policies or procedures, for example, codes of conduct and work health and safety policies or procedures 	
<ul style="list-style-type: none"> Discussed: <ul style="list-style-type: none"> the history of the business and its role who the employee reports to the employee's duties and what training will be provided performance expectations and when and how performance will be reviewed hours of work and the procedure for recording hours of work meal breaks the applicable award or enterprise agreement, and where to find a copy 	

<ul style="list-style-type: none"> ○ the payment method, first pay date and how payslips are distributed ○ any workplace policies and procedures, including: <ul style="list-style-type: none"> ▪ uniform or dress code (if any) ▪ procedure if the employee is sick or running late ▪ procedure for applying for leave. ▪ rules regarding personal calls, visitors and/or use of social media at work ▪ any bullying, harassment and anti-discrimination policies. 	
<ul style="list-style-type: none"> • Completed a workplace health and safety induction. <p>You need to provide your employees with a safe workplace. This can include discussing evacuation plans, pointing out first aid officers and emergency wardens and briefing staff on safety procedures.</p> <p>Visit your state or territory’s work health and safety body for information about these obligations. You can find their contact details at www.fairwork.gov.au/links</p>	

Kind regards,

Candidates Name

b. For each of the points listed in the table below, list one (1) approach you will take to support Macey, Kane and Terry in implementing the New Employee Checklist.

(Approximated word count 30 – 40 words for each area)

Assessor Instructions

Candidates must identify how they will support Macey, Kane and Terry in implementing the New Employee Checklist. The approach provided is an example answer. The candidates' responses will vary and may include other approaches. However, an acceptable response must:

- be within the specified word limit
- support Macey, Kane and Terry in implementing the New Employee Checklist.

Points to address	The approach you will take to support Brilliant Bookkeeping employees to implement the New Employee Checklist
Familiarisation	Encourage Macey, Kane and Terry to review the checklist thoroughly and understand each item, its purpose, and the required documents or forms. This will help them provide comprehensive guidance to their clients.
Document Storage	Create a centralised document repository to store all the necessary forms, factsheets, and information

	statements in the checklist. This repository will enable easy access, updating and retrieval of documents.
Training and Support	Offer training sessions or webinars to guide Macey, Kane, Terry and their clients through the checklist and its implementation. These sessions can address any questions or concerns the staff or their clients may have, ensuring they feel confident and capable of using the resource effectively.
Gather Feedback	Gathering client feedback will help identify areas for improvement, address any challenges they may face, and refine the resource over time. This will build rapport with clients and demonstrate their voices are heard and valued.

c. The New Employee Checklist has been implemented and is proving very popular with Brilliant Bookkeeping’s clients. To ensure that the document remains current and relevant, Terry has asked you to develop a review process for the checklist. Your review process must include the following:

- Review schedule - how often the checklist will be reviewed
- Person Responsible - who will be responsible for conducting the review and updating the checklist
- Gather Feedback – two (2) ways of gathering feedback from relevant stakeholders regarding the effectiveness and completeness of the new employee checklist
- Review Checklist Components - list two (2) components of the checklist you would check in your review to assess their relevance and accuracy
- Communicate Changes – list two (2) ways you would communicate the changes to the new employee checklist to stakeholders.

Assessor Instructions

Candidates must develop a review process for the New Employee Checklist.

The answer provided is an example answer. The candidates' responses will vary and may include other examples.

However, an acceptable response must include the following:

- Review schedule - how often the checklist will be reviewed
- Person Responsible - who will be responsible for conducting the review and updating the checklist
- Gather Feedback – two (2) ways of gathering feedback from relevant stakeholders regarding the effectiveness and completeness of the new employee checklist
- Review Checklist Components - two (2) components of the checklist that the candidate would check to assess their relevance and accuracy
- Communicate Changes –two (2) ways of communicating the changes to the new employee checklist to stakeholders.

	Time frame, person or procedure for completing the action
Review Schedule	<ul style="list-style-type: none"> • Quarterly • Biannually • Annually • In line with legislative changes
Person Responsible	<ul style="list-style-type: none"> • Macey • Kane

	<ul style="list-style-type: none"> • Terry • any other relevant personnel from Brilliant Bookkeeping. The person they nominate must be an employee of Brilliant Bookkeeping.
Gather Feedback (list two (2) ways)	<ul style="list-style-type: none"> • Surveys • Interviews • Feedback forms • Incidental conversations • Focus groups
Review Checklist Components (list two (2) components)	<ul style="list-style-type: none"> • Check for broken links • Check links take you to the latest version of documents • Consider if any new items need to be added • Check the legislation referenced is still current
Ways of Communicating Changes (list two (2) ways)	<ul style="list-style-type: none"> • Webinar • Teams Meeting • Email to staff and Clients • Information on Website • Podcast

Task 7

With a significant increase in business at Brilliant Bookkeeping, Terry Jones, the CEO and owner, recognises the importance of maintaining ethical standards, professionalism, and client confidentiality to ensure the company's integrity and reputation. He has asked you to draft a Code of Conduct policy based on the Tax Practitioners Board (TPB) requirements.

For this assessment task, you must:

- Download the template [FNSACC418_03_Project_Code of Conduct Policy](#)
- Customise the template for Brilliant Bookkeeping's requirements
- Base the policy on the TPB Code of Professional Conduct
- Identify in the policy who in the organisation will implement any changes and who employees seek clarification about the policy from. (In this instance, it will be Terry Jones)
- Save the Code of Conduct Policy to your desktop using the naming convention, *Student name_ FNSACC418_03_Project_Code of Conduct Policy* and upload it with your completed assessment.

(Approximated word count 500 – 550 words for finished customised policy)

Assessor Instructions

Candidates must customise the Code of Conduct Policy template to meet the requirements of Brilliant Bookkeeping. An acceptable response must:

- Be based on the TPB Code of Professional Conduct [Code of Professional Conduct | Tax Practitioners Board \(tpb.gov.au\)](http://tpb.gov.au)
- Identify who in the organisation will implement any changes and who employees seek clarification from about the policy. (In this instance, it will be Terry Jones)
- Be within the word limit

A benchmark answer is provided below.

Code of Conduct Policy

Purpose

This policy affirms **Brilliant Bookkeeping**'s belief in responsible social and ethical behaviour from all employees. This policy clarifies the standards of behaviour that **Brilliant Bookkeeping** expects of all employees.

Principles

Our employees contribute to the success of our organisation and that of our Clients. **Brilliant Bookkeeping** fully endorses that all employees are not deprived of their basic human rights.

Furthermore, our employees have an obligation to the Business, our Clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and Client trust.

Policy

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business and dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation, and if any part of it is in conflict, then legislation takes precedence. This policy is based on the TPB Code of Professional Conduct:

Honesty and integrity

1. You must act honestly and with integrity.
2. You must comply with the taxation laws in the conduct of your personal affairs.
3. If you:
 - receive money or other property from or on behalf of a client and
 - hold the money or other property in trustyou must account to your client for the money or other property.

Independence

4. You must act lawfully in the best interests of your client.

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5. You must have in place adequate arrangements for the management of conflicts of interest that may arise in relation to the activities that you undertake in the capacity of a registered tax agent.

Confidentiality

6. Unless you have a legal duty to do so, you must not disclose any information relating to a client's affairs to a third party without your client's permission.

Competence

7. You must ensure that a tax agent service that you provide, or that is provided on your behalf, is provided competently.
8. You must maintain knowledge and skills relevant to the tax agent services that you provide.
9. You must take reasonable care in ascertaining a client's state of affairs, to the extent that ascertaining the state of those affairs is relevant to a statement you are making or a thing you are doing on behalf of a client.
10. You must take reasonable care to ensure that taxation laws are applied correctly to the circumstances in relation to which you are providing advice to a client.

Other responsibilities

11. You must not knowingly obstruct the proper administration of the taxation laws.
12. You must advise your client of the client's rights and obligations under the taxation laws that are materially related to the tax agent services you provide.
13. You must maintain the professional indemnity insurance that the Board requires you to maintain.
14. You must respond to requests and directions from the Board in a timely, responsible and reasonable manner.

Brilliant Bookkeeping expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from **Terry Jones**.

This policy will be regularly reviewed by **Brilliant Bookkeeping**, and any necessary changes will be implemented by the **CEO**.

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Assessment Checklist

Students must have completed all seven (7) tasks within this assessment before submitting. This includes:

Task 1	Written composition	<input type="checkbox"/>
Task 2	Written composition	<input type="checkbox"/>
Task 3	Completed Continuing Professional Education Planner template	<input type="checkbox"/>
Task 4	Email composition	<input type="checkbox"/>
Task 5a	Role play recording	<input type="checkbox"/>
Task 5b	Written review	<input type="checkbox"/>
Task 6a	Email composition, including New Employee Checklist	<input type="checkbox"/>
Task 6b	Completed table	<input type="checkbox"/>
Task 6c	Completed table	<input type="checkbox"/>
Task 7	Code of Conduct Policy	<input type="checkbox"/>

Congratulations, you have reached the end of Assessment 3

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