

# Appendix A

## Elements of Competency and Performance Criteria

### Elements and Performance Criteria - FNSTPB411

Element	Performance Criteria	Reference
1 Identify and apply compliance and other requirements applicable to business activity	1.1 Research and document legislative, regulatory, industry and organisational requirements relating to activity statements and seek expert advice to clarify issues where applicable.	Units 2 - 6
	1.2 Research, interpret and apply legislation relating to taxes reported on activity statements	Units 2 – 7, 11, 13, 14
	1.3 Identify, document and apply policies relating to compliance with Code of Professional Conduct as stipulated in legislation relevant to activity	Units 3
	1.4 Identify scope of services that can be provided by a registered BAS Agent under the Tax Agent Services Act and the limitations of services compared to those of a Tax Agent	Unit 3
	1.5 Identify and access information, advice and services outside scope of operation, establishing and using networks where necessary.	Units 10
	1.6 Identify and document lodgement schedule requirements	Units 4, 5
	1.7 Assess entity's cash flow and payment options and arrangements, and advise management to ensure sufficient funds are available to meet statutory requirements	Units 3, 5
2. Analyse and apply industry codes of conduct associated with work activities	2.1 Research, interpret and apply relevant industry codes of conduct and identify the applicable governing bodies	Unit 3
	2.2 Assess work activities within own role to ensure compliance with code of conduct requirements	Unit 3
	2.3 Identify and document competency development required under relevant legislation for preparing activity statements	Unit 3
3 Review and apply goods and services tax (GST) implications and code transactions	3.1 Identify, interpret and apply and record GST principles	Units 9-14
	3.2 Identify and code purchases and payments according to GST classifications	Units 9-14
	3.3 Identify and code sales and receipts according to GST classifications	Units 9-14
	3.4 Process accounting data according to tax and GST reporting requirements	Units 9-14

Element	Performance Criteria	Reference
4 Report on payroll activities and amounts withheld	4.1 Establish process for reporting payroll according to statutory requirements	Unit 10
	4.2 Calculate and reconcile total salaries, wages and other payments for reporting period, and data reported under Single Touch Payroll	Unit 10,11,14
	4.3 Calculate amounts withheld to be reported for lodgement and calculate for other tax types where applicable	Unit 4,11,14
5 Complete and reconcile activity statement	5.1 Prepare and reconcile activity statement reports, identify and correct statement errors and adjust bookkeeping entries as required	Units 5,7,11 14
	5.2 Review transactions involving capital acquisitions and imports in the accounting system	Unit 9,12
	5.3 Identify and make adjustments for previous quarters, months and year-end where necessary according to legislative guidelines	Unit 7
	5.4 Complete BAS and IAS return according to legislative requirements	Units 4, 5, 11, 14
	5.5 Reconcile figures completed on BAS and/or IAS form with financial statements, GST and other control accounts	Unit 11,14
6 Check and lodge activity statement	6.1 Check activity statement and confirm sign off by authorising person according to statutory, legislative and regulatory requirements	Units 11,14
	6.2 Prepare activity statement for lodgement according to statutory, legislative and regulatory requirements	Units 11