



CATAPULT

FNSACC512

Prepare tax documentation for individuals

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit FNSACC512.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/FNSACC512/>

Trainer/assessor guide

FNSACC512

Prepare tax documentation for individuals

Welcome to this unit of study

This unit describes the skills and knowledge required to prepare non-complex income tax returns for individuals in line with statutory requirements. It encompasses gathering and verifying data, calculating taxable income, and reviewing compliance requirements.

It applies to individuals who use systematic approaches and follow specific guidelines to ensure compliance requirements are met.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Gather client income data and verify client, organisational and legislative requirements	5
Consult client.....	5
Conduct research about compliance requirements	11
Gather data from authoritative sources	15
Complete and record amounts.....	22
Identify discrepancies or unusual features	37
Identify income and expenditure	40
Check your understanding	47
Topic 2: Identify, record and present client's non-complex income tax documentation	49
Calculate client's tax obligations	49
Prepare documentation	61
Seek advice and guidance from specialists	64
Obtain client signature, authorisation and endorsement	69
Check your understanding	75
Topic 3: Manage lodgement of client's non-complex income tax documentation	77
Submit documentation to Australian Taxation Office.....	77
Advise client of tax obligations.....	89
Respond to tax office enquiries	91
Check your understanding	97
References.....	99
Assessment workbook.....	101
Unit information.....	103
What is competency-based assessment?.....	104
How will my competency be assessed?.....	105
Assessment agreement.....	106
Foundation skills checklist.....	107
Skills recognition.....	108
Topic 1: Gather client income data and verify client, organisational and legislative requirements	109
Topic 2: Identify, record and present client's non-complex income tax documentation	110
Topic 3: Manage lodgement of client's non-complex income tax documentation	111
Knowledge questions	112
Topic 1: Gather client income data and verify client, organisational and legislative requirements	113
Topic 2: Identify, record and present client's non-complex income tax documentation	121
Topic 3: Manage lodgement of client's non-complex income tax documentation	128
Topic 4: Specific knowledge evidence	132
Performance tasks.....	133
Third party evidence collection agreement	134
Topic 1: Gather client income data and verify client, organisational and legislative requirements	135
Topic 2: Identify, record and present client's non-complex income tax documentation	138
Topic 3: Manage lodgement of client's non-complex income tax documentation	140

Completion record..... 142
Unit mapping and assessment checklist 143
Trainer/ assessor user instructions..... 147

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Gather client income data and verify client, organisational and legislative requirements
- » Identify, record and present client's non-complex income tax documentation
- » Manage lodgement of client's non-complex income tax documentation

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
