



CATAPULT

FNSTPB401

Complete business activity and instalment activity statements

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/FNSTPB401/>

Trainer/assessor guide

FNSTPB401

Complete business activity and instalment activity statements

Welcome to this unit of study

This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports.

It applies to individuals who use a range of organisational and analytical techniques to work in organisations or to supply specific bookkeeping services as a small business owner or contractor.

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: Identify compliance and other requirements applicable to business activity	5
Legislative, regulatory, industry and organisational requirements.....	5
Legislation relating to taxes reported on activity statements.....	37
Compliance with code of professional conduct.....	39
Scope of services be provided by a Registered BAS Agent.....	42
Information, advice and services	43
Lodgement schedules	47
Cash flow and payment options	53
Check your understanding	57
Topic 2: Analyse and apply industry codes of conduct associated with work activities.....	59
Industry codes of conduct and governing bodies	59
Policies, procedures and code of conduct requirements.....	73
Competency development requirements.....	76
Check your understanding	81
Topic 3: Review and apply goods and services tax (GST) implications and code transactions	83
GST principles.....	83
Identify and code purchases and payments	90
Identify and code sales and receipts.....	92
Process accounting data	95
Check your understanding	103
Topic 4: Report on payroll activities and amounts withheld.....	105
Calculate and reconcile total salaries, wages and other payments	105
Verify or calculate pay as you go instalment.....	109
Check your understanding	129
Topic 5: Reconcile and prepare activity statement	131
Prepare and reconcile activity statement reports	131
Review extraordinary transactions.....	137
Make adjustments for previous quarters, months or year-end	139
Complete BAS or IAS return	146
Reconcile figures completed on BAS or IAS return.....	150
Check your understanding	155
Topic 6: Lodge activity statement.....	157
Checking and signing an activity statement	157
Lodging an activity statement	160
Check your understanding	163
References.....	165

Assessment workbook	167
Unit information	169
What is competency-based assessment?.....	170
How will my competency be assessed?	171
Assessment agreement	172
Foundation skills checklist.....	173
Skills recognition	174
Topic 1: Identify compliance and other requirements applicable to business activity	175
Topic 2: Analyse and apply industry codes of conduct associated with work activities	176
Topic 3: Review and apply goods and services tax (GST) implications and code transactions	177
Topic 4: Report on payroll activities and amounts withheld.....	178
Topic 5: Reconcile and prepare activity statement	179
Topic 6: Lodge activity statement.....	180
Knowledge questions	181
Topic 1: Identify compliance and other requirements applicable to business activity	182
Topic 2: Analyse and apply industry codes of conduct associated with work activities	194
Topic 3: Review and apply goods and services tax (GST) implications and code transactions	199
Topic 4: Report on payroll activities and amounts withheld.....	206
Topic 5: Reconcile and prepare activity statement	209
Topic 6: Lodge activity statement.....	219
Topic 7: Specific knowledge evidence.....	221
Performance tasks	222
Third party evidence collection agreement	223
Topic 1: Identify compliance and other requirements applicable to business activity	224
Topic 2: Analyse and apply industry codes of conduct associated with work activities	227
Topic 3: Review and apply goods and services tax (GST) implications and code transactions	228
Topic 4: Report on payroll activities and amounts withheld.....	229
Topic 5: Reconcile and prepare activity statement	230
Topic 6: Lodge activity statement.....	232
Completion record	233
Unit mapping	234
Trainer/ assessor user instructions	237

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify compliance and other requirements applicable to business activity
- » Analyse and apply industry codes of conduct associated with work activities
- » Review and apply goods and services tax (GST) implications and code transactions
- » Report on payroll activities and amounts withheld
- » Reconcile and prepare activity statement
- » Lodge activity statement

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.

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