

Learning Assessment Guide

Unit Standard 11621 – Version 4

Prepare financial returns required by government and industry bodies

Level 4 – 2 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Examples of government and industry bodies include – Department of Labour, Statistics New Zealand, New Zealand Stock Exchange, Ministry of Economic Development, Commercial Affairs, Commerce Commission, Reserve Bank and industry associations.
- Organisational policies, standards, procedures and/or requirements may cover: quality assurance, documentation, security, communication, health and safety, and personal behaviour. These should reflect the standards found in ISO 9000 certified organisations.
- For assessment purposes, competence must be demonstrated within timeframes usually expected in a commercial environment.
- Legislation relevant to this unit standard includes but is not limited to acts and regulations regarding financial returns required by government and industry bodies; for example:
 - Statistics Act 1975
 - Health and Safety in Employment Act 1992
 - Employment Relations Act 2000.

This Learning Assessment Guide is made up of:

- Tasks for you to complete
- Manager Verification Form
- Assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can:

- 1 Gather and validate data for financial returns required by government and industry bodies
- 2 Complete financial returns required by government and industry bodies.

Assessment Task One – Element 1

The question in task one is designed to address:

- Your ability to gather and validate data for financial returns required by government and industry bodies. You will also be asked to demonstrate your knowledge of resolving problems with gathering data where there is incomplete information supplied.
- The data used for the purposes of this assessment task should include **both** historical as well as future projections.
- Please ensure that the evidence relates to minimum **two** bodies, preferably one government and the other an industry body. Examples of government and industry bodies are provided in the previous section and your returns must pertain to one of such bodies.
- You will need to consult with your Manager and get their written approval before you undertake to complete this unit standard. You should obtain their approval first, and then before submission, you should seek their validation of your work.

Task one questions

- 1 Gather and validate data required by government and industry bodies to prepare financial returns. The data collected must be in accordance with the requirements of the respective bodies. *(Please refer to the task instructions for details on the nature of evidence required)*
- 2 Based on the data that you have collected and validated, provide verifiable evidence to support the accuracy of your calculations. It is advisable to state what reporting rules and standards are in operation for the organisation you have selected.
- 3 In gathering data problems will often arise due to incomplete information being available. Describe how problems (if any) that were encountered at this stage like Missing data, Delayed data any Exceptions etc were resolved while taking into account organisational policies and standards.

Assessment Task Two – Element 2

The question in task two is designed to demonstrate ability to complete financial returns completed for government and industry bodies. Please ensure that the evidence relates to minimum **two** bodies, preferably one government and the other an industry body.

Task two questions

- 1 Using the financial return you have selected in consultation with your Manager, state how your returns comply with industry body requirements and organisation policies and standards. (*Evidence must contain a minimum of **two** financial returns, see task instructions for details*)
- 2 In completing returns for government and industry bodies many queries will often occur in relation to the information that is presented. Explain, using **two** specific examples, how queries can be resolved in accordance with organisation and procedures and statutory requirements.

Assessment Task Three – Elements 1 and 2

This task requires a workplace verification of your competence with tasks one and two:

- ability to demonstrate data gathering and
- ability to complete required returns.

Your assessor will discuss with you how to obtain your manager verifications.

The assessor may want to obtain this evidence by talking to your manager in person or s/he may require you to approach your manager directly.

Manager Verification Form – Unit Standard 11621

Name of learner:	
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This learner is currently being assessed toward unit standard 11621: Prepare financial returns required by government and industry bodies. Your knowledge of the learner is sought to verify whether or not the learner demonstrates a good understanding and application of preparation of returns in the workplace.

Please complete this form and arrange for it to be passed on to the 11621 assessor.

Has the learner obtained written approval prior to commencing this assessment task?	Yes	No
Are historical data and projections collected by the learner in accordance with government and industry body requirements?	Yes	No
Are calculations performed by the learner supported by verifiable evidence?	Yes	No
Do returns prepared by the learner comply with government and industry body requirements and organisation policies and standards?	Yes	No

Financial Record to be used for this Unit Standard: (supply brief details)

Additional Comments:

Name:

Position:

Contact Phone:

Email:

Date:

Assessment Results

These are the judgements that your assessor will use to assess you.

Does the learner provide sufficient and appropriate evidence? (<i>Evidence must relate to minimum two bodies, preferably one government and the other an industry body</i>)	Yes	No
Does the data include historical data as well as future projections?	Yes	No
Do the learner's answers demonstrate an understanding of the principles and processes for resolving incomplete data problems?	Yes	No
Do the learner's answers demonstrate an understanding of the principles and processes for resolving queries related to returns calculated?	Yes	No
Are the learner's answers to the task two questions complete and do they have appropriate and sufficient examples supplied?	Yes	No
Do the responses from the learner's manager endorse the learner's understanding and demonstration of data gathering and return completion skills?	Yes	No
Is the Manager Verification Form completed and signed?	Yes	No