<table>
<thead>
<tr>
<th>Unit/s of competency:</th>
<th>FNSACC303 Perform Financial Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQF level:</td>
<td>Cert III</td>
</tr>
<tr>
<td>Unit Descriptor</td>
<td>This unit describes the skills and knowledge required to use a range of common calculation methods and techniques for conducting routine financial calculations and transactions. It applies to individuals who use literacy and numeracy skills to perform common computational tasks as part of an operational job role. No licensing, legislative or certification requirements apply to this unit at the time of publication.</td>
</tr>
<tr>
<td>Prerequisites :</td>
<td>There are no pre-requisites for this unit</td>
</tr>
</tbody>
</table>
| What do I need to do be deemed competent: | To be deemed competent in this unit you must be able to provide evidence that you can:  
  - apply mathematical techniques and methods of calculation  
  - effectively use office equipment and software to enter data and complete calculations  
  - check for accuracy of computational results  
  - record calculation worksheets used for future reference and use |
| To achieve a satisfactory result: | The Assessor will assess competence against the performance criteria and knowledge and skills as specified in the “Unit of Competency details” in www.training.gov.au |
|                     | This unit is ungraded. Your results will be recorded as **Achieved Competent** or **Not Yet Competent**. |
|                     | You will be given an outline of assessment tasks and due dates for each assessment event. |
|                     | Each assessment task/event will be marked as Satisfactory or Not Yet Satisfactory. |
|                     | **To be Competent** - the student demonstrates relevant skills and knowledge and satisfies the requirements of all assessment events. |
|                     | **Not Yet Competent** - the student does not demonstrate all the skills and knowledge required for all assessment events. |
|                     | You must gain a satisfactory result for each assessment task/event to achieve a result of AC (Achieved Competence) or NYC (Not Yet Competent) for this unit of competence. |
|                     | If you do not successfully complete an assessment event you may be given the opportunity to have a second attempt. This needs to be negotiated with your teacher/assessor. |
### Event Number/Name

<table>
<thead>
<tr>
<th>Event Number/Name</th>
<th>Method of Collecting Evidence</th>
<th>Venue</th>
<th>Assessment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>Assessment available online to download – when completed it is then uploaded to the site</td>
<td>Online</td>
<td>Week 13</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Online M/C Quiz</td>
<td>Online</td>
<td>Week 13</td>
</tr>
</tbody>
</table>

### Resources required for assessments:

You will require a computer, a calculator and the recommended textbook. The workbook in the learning material may also be of assistance.

### Reporting assessment outcomes:

Your Transcript of Academic Record will list all results of your study to date. If you have achieved competency in a unit but are unable to finish the qualification, you will receive a Transcript of Academic Record showing only the units you have completed.

A report of your final results can be accessed from the DET Student Portal [https://portal.det.nsw.edu.au](https://portal.det.nsw.edu.au)

### Recognition of Prior Learning

Recognition and credit transfers: You can apply to have your previous study, work and/or life experiences recognised. Recognition of Prior Learning (RPL) will be determined according to TAFE NSW Recognition Policy.

Please see [www.nsi.edu.au/recognition](http://www.nsi.edu.au/recognition) for further information about RPL.

### Assessment feedback, review or appeals:

Your teacher will provide feedback within 2 weeks after the assessment activities have been conducted.

If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher. If they are not available, contact your Student Administration.

You will have three weeks from the date you receive your results in which to make an appeal and request a review.

You will receive a response within ten days of the receipt of the request.

Your Head Teacher will address the appeal in accordance with Assessment Guidelines for TAFE NSW.
You must submit assessment work and attend scheduled assessments on the required dates.

- If you miss an assessment or have been deemed “Not Competent” you must discuss the issue with your teacher within seven days or by the day of the next scheduled attendance, whichever occurs first.

- If you arrive late by more than 30 minutes after the commencement of an assessment, due to illness or circumstances beyond your control, you need to negotiate with your assessor how to make up the time.

- If you engage in cheating such as copying, colluding with another person, using unauthorised notes, or allowing another person to copy your work, you will be liable for disciplinary action as per Student Discipline Policy TAFE NSW. Whatever the form of assessment, it is essential that the work you are assessed on is your own.

You will have reasonable opportunity to have your work assessed, and where possible any unexpected absence from an assessment task will be considered on an individual basis. However, where there are no extenuating circumstances, the following penalties apply:

- when the assessment is more than seven days late, the result is recorded as “not yet competent”
- for non-attendance at an assessment on a negotiated date, the result is recorded as “not yet competent”.

You can view information related to assessment in Every Student’s Guide to Assessment in TAFE NSW, which is available from www.tafensw.edu.au/courses/assessment.

Policy on Late / Missed Assessments / Resits and Plagiarism

Eligibility requirements for students that are required to resit Assessments (Online):

Students are not automatically eligible to complete a resit assessment if they are deemed not yet satisfactory in an element or unit that are studying. Student MUST meet the following criteria before a resit attempt may be offered:

a) Student has submitted the original assessment event
b) The student MUST have made a valid attempt of ALL the tasks in the assessment (if a student has not made a reasonable attempt at one or more of the tasks in an assessment, then they WILL NOT BE eligible to resit that assessment and the assessment will not be marked / assessed)

- The student must not have been deemed to have plagiarised their original assessment / task

Any student who is eligible to attempt a resit of an assessment task will be required to:
1) Complete a new assessment paper, in full (all tasks in the paper will need to be completed)
2) Complete the resit paper within 2 weeks of the assessment being marked and feedback provided
### Reasonable adjustment:

Students are required to declare whether they are seeking assistance from a TAFE NSW Teacher/Consultant for Students with Disabilities. This information will assist TAFE NSW in the provision of reasonable adjustment in a timely manner.

Reasonable adjustment is any approved modification or allowance made in assessment to accommodate a disability. Reasonable adjustment allows a learner with a disability to participate equitably in assessment procedures and demonstrate required skills and knowledge. Adjustment could be made in the physical environment, the assessment strategies or by the use of assistive technology. Any adjustments made to the assessment task must preserve the integrity of the assessment outcome.

### Workplace Health and Safety:

The laws protecting the Health and Safety of people at work apply to students who attend TAFE Campus, either part time or full time. These laws emphasise the need to take reasonable steps to eliminate or control risk at work (this includes a TAFE Campus). TAFE NSW has the responsibility for the control, and where possible, the elimination of health and safety risk at the campus.

You are encouraged to help in eliminating hazards by reporting to your teacher or other Campus staff, anything that you think may be a risk to you or other people.

Your teacher will encourage you to assist in hazard identification and elimination, and to devise control measures for any risks to yourself and other people that may arise during practical exercises. The WHS Act 2011 and WHS Regulation 2011 require that teachers and students take reasonable steps to control and monitor risk in the classroom, workshop or workplace.