

HLTCOM405B

Element	Performance Criteria	Proof of	Proof Shown	Y / N
2. Conduct Financial Administration	2.1 Administer financial procedures of the business	May include <ul style="list-style-type: none"> • Banking documentation • Credit transactions • Creditors and debtors systems • Costing procedures • Draft financial forecasts/budgets • Stock records • Petty cash • Asset registers • Payroll records • Cash flow forecasts • Budget reports • Reconciliations • Taxation documentation • Profit and loss statements • Detailed ledger accounts 		
	2.2 Maintain systems for financial documentation			
	2.3 Record information for financial reports is recorded			
3. Follow practice management strategies	3.2 Follow <i>marketing strategies</i>	Definition of Marketing. Briefly describe a number of marketing possibilities. Include; <ul style="list-style-type: none"> • Promotional activities • Advertising • Pricing strategies How they will get clientele. Students to design a Brochure (this also needed for a Dip unit HLTSHU 509B)		
	3.3 Attend meetings	They cannot just sit back and be passive. Must show proof they were active members of a meeting.		
<i>Essential knowledge:</i>				
• Knowledge of clinic practices and procedures				
• Knowledge of forms and administrative systems				
• Knowledge of services available and charges				

**KINESIOLOGY SCHOOLS AUSTRALIA:
UNIT:**

**RECOGNITION OF PRIOR LEARNING ASSESSMENT FORM
BA101 BUSINESS ADMINISTRATION**

• Knowledge of planning and control systems (sales, advertising and promotion, distribution and logistics)		
• Knowledge of financial recording systems		
• Knowledge of legal rights and responsibilities		
• Knowledge of record keeping duties		
• Knowledge of operational factors relating to the business (provision of professional services, products)		
• Knowledge of business systems		
• <i>Essential skills:</i> Ability to: Establish and maintain administrative systems		
• Accurately record financial transactions		
• Maintain payroll records		
• Securely manage monies		
• Follow clinic practice guidelines		
• Give and receive communication messages		
• Apply time management skills		

HLTHIR301A

Take responsibility for personal skill development	7.1	Seek advice from appropriate persons on areas for skills/knowledge development		
	7.2	Identify options for accessing relevant skill development opportunities and initiate action in consultation with manager		
	7.3	Undertake designated skill/knowledge development and maintenance activities of the organisation including induction training		
	7.4	Identify and prioritise personal work goals in accordance with organisation requirements		

Essential skills: Ability to: Use initiative in responding to challenging situations and individuals

- Take a responsible approach to professional development, including:
 - maintaining own skills and knowledge and ongoing development
 - being open to learning new ideas and techniques in a range of settings sharing workplace information with others