

Suggested Student Activities

FINANCIAL SERVICES

Teachers delivering this course and workplace supervisors who have hosted their students recommend any of the following activities for students to complete during work placement. This is not a finite list; you may wish to offer other equally suitable activities relevant to the course.

Talking with the students should help reveal the student's levels of confidence and maturity; their current strengths, their preferred competencies to work on and perhaps some areas to improve.

NB: The activities include degrees of independent work – instruction and supervision must still be provided for the student.

- Participate in a WH&S site induction.
- Identify the organisations policy for:
 - Record keeping
 - Messages
 - Dress code
- Compile and sort documents such as invoices and cheques.
- Assist with accounts payable and accounts receivable.
- Produce spreadsheets and simple financial calculations.
- Produce simple documents, letters, reports etc. for financial purposes.
- Complete basic bookkeeping support tasks.
- Observe and, if possible, be part of petty cash handling procedures, invoicing and banking.
- Identify and retrieve documents from the computer, perform data entry, print monthly statements/prepare invoices using a computerised account system.
- Observe protocol for preparing and processing financial documentation for cash flow and accounting records.
- Copy, collate, scan and file documents, in accordance with office protocols, as required.
- Draft simple correspondence with the aid/approval of the supervisor.