

PORTFOLIO EVIDENCE CHECKLIST

Trust Accounting



Candidate name:		Candidate number:	
Units:	(FN503B) Establish, manage and administer trust accounts		
<p><u>Instructions</u></p> <p>To demonstrate you can undertake competency for the above unit, your assessor will require you to submit as many of the following documents as you can. They must be documents you have completed and are familiar with, and you may be expected to discuss them during your interview.</p> <p>We appreciate that documentation between conveyancers will differ but try to include as many of these documents as possible. If your submission does not contain everything an assessor requires, they will contact you to discuss what additional information they may need. If you have other relevant documents, add them to the bottom of the list.</p> <p>Remember to remove any information relating to privacy or intellectual property by striking or whiting it out. Submit a copy of this checklist with your application.</p>			
<p><u>Candidate Declaration</u></p> <p>All portfolio evidence submitted as part of my VETASSESS conveyancer assessment is from a genuine conveyancing file, with work carried out by myself, and includes correspondence, facsimiles and documents to and from the client and solicitor/conveyancer on the opposite side of the transaction.</p> <p>Signed: _____ Date: _____</p>			

<input checked="" type="checkbox"/>	Documents to include a range of:
<input type="checkbox"/>	Cash receipts and payments books/journals
<input type="checkbox"/>	Receipts
<input type="checkbox"/>	Transit money register
<input type="checkbox"/>	Transfer journal
<input type="checkbox"/>	Trust ledger accounts
<input type="checkbox"/>	Trust account monthly reconciliations
<input type="checkbox"/>	Trust account statements
<input type="checkbox"/>	Controlled money register
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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<input type="checkbox"/>	
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Candidate comments:

Assessor comments:

Please include a copy of this completed summary and checklist with your application.