

Title	Interpret and confirm accuracy of personal financial documents		
Level	1	Credits	2

Purpose	People credited with this unit standard are able to interpret personal financial documents for management of personal finances; confirm accuracy of personal financial documents, and describe actions required to correct inaccuracies.
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Classification	Core Generic > Financial Capability
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Available grade	Achieved
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Guidance Information

- 1 Assessment may be based on a case study or simulation, but where the candidate's real situation is used, every care must be taken to protect privacy, and the provisions of the Privacy Act 2020 will apply.
- 2 Personal finances maybe in relation to individual, household, whanau.
- 4 Personal financial documents may include – cash register or EFTPOS receipt; payslip; statement of account. Personal financial documents may be digital or hard copy.
- 5 Definition
Financial inaccuracies refer to errors in financial information and/or calculation.
Statement of account refers to bank statement, credit card statement, utility statement such as phone/internet, power

Outcomes and performance criteria

Outcome 1

Interpret personal financial documents for management of personal finances.

Performance criteria

- 1.1 Information on personal financial documents is interpreted to identify purpose, the sender or originator, contact details, and other relevant information.

Range two personal financial documents are required;
 other relevant information includes two of – due date, opening and closing balances, date or date range, transactions, amount payable, payment method, gross and net pay, interest rate, fees, penalties, accessing support, queries.

Outcome 2

Confirm accuracy of personal financial documents, and describe actions required to correct financial inaccuracies.

Performance criteria

2.1 Key information on personal financial documents is checked to confirm accuracy and identify financial inaccuracies.

Range identification of two financial inaccuracies is required.

2.2 Actions required to correct identified financial inaccuracies are described.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 June 2008	31 December 2015
Review	2	12 December 2013	31 December 2018
Review	3	21 July 2016	31 December 2022
Review	4	31 December 2020	

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <https://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.