# SAMPLE TASKS SUMMARY

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| **File****number** | **Categories** | **Additional files for the task** | **Level of guidance** |
|  | **Short (1 to 2 hours)** |  |  |  |
| S1 | 1. Staff Interview
 |  | Level 1 | Minimal guidance |
| S2 | 1. Simple Research 1
 |  | Level 1 |
| S3 | 1. Simple Research 2
 |  | Level 1 |
| S4 | 1. Receive Phone Calls
 |  | Level 1 |
| S5 | 1. Process Incoming Mail
 |  | Level 2 | Some guidance |
| S6 | 1. Petty Cash (manual)
 |  | Level 2 |
| S7 | 1. Business Activity Statement
 |  | Level 2 |
| S8 | 1. Excel Spreadsheet (basic)
 | Excel file | Level 2 |
| S9 | 1. Tax Return Client1
 |  | Level 2 |
| S10 | 1. Tax Return Client2
 |  | Level 2 |
| S11 | 1. Land Tax Client1
 |  | Level 2 |
| S12 | 1. Land Tax Client2
 |  | Level 2 |
| S13 | 1. Computerised Accounting 1 (Introductory)
 |  | Level 3 | Extensive guidance |
| S14 | 1. Computerised Accounting 2 (Introductory)
 | MYOB file | Level 3 |
| S15 | 1. Computerised Accounting 3 (Introductory)
 | MYOB file | Level 3 |
| S16 | 1. Computerised Accounting 4 (Introductory)
 | MYOB file | Level 3 |
| S17 | 1. Computerised Accounting 5 (Introductory)
 | MYOB file | Level 3 |
| S18 | 1. Computerised Accounting 6 (Introductory)
 | MYOB file | Level 3 |
|  | **Medium tasks (1/2 to 1 day)** |  |  |  |
| M1 | 1. Research and write a report
 |  | Level 1  | Minimal guidance |
| M2 | 1. Petty cash book
 |  | Level 1 |
| M3 | 1. Fringe Benefit Tax Client1
 |  | Level 2 | Some guidance |
| M4 | 1. Fringe Benefit Tax Client2
 |  | Level 2 |
| M5 | 1. Fringe Benefit Tax Client3
 |  | Level 2 |
| M6 | 1. Select Products for Customer (Car Insurance)
 |  | Level 2 |
| M7 | 1. Select Products for Customer (Health Insurance)
 |  | Level 2 |
| M8 | 1. Select Products for Customer (Home Insurance)
 |  | Level 2 |
| M9 | 1. Excel Spreadsheet (Payroll)
 | Excel file | Level 2 |
| M10 | 1. Excel Spreadsheet (Depreciation)
 | Excel file | Level 2 |
| M11 | 1. Computerised Accounting1
 | MYOB file | Level 3 | Extensive guidance |
| M12 | 1. Computerised Accounting2
 | MYOB file | Level 3 |
| M13 | 1. Computerised Accounting3
 | MYOB file | Level 3 |
|  | **Long (1 to 5 days)** |  |  |  |
| L1 | 1. Research and Present
 |  | Level 1 | Minimal guidance |
| L2 | 1. Investment Client1
 |  | Level 2 | Some guidance |
| L3 | 1. Investment Client2
 |  | Level 2 |
| L4 | 1. Investment Client3
 |  | Level 2 |
| L5 | 1. Investment Client4
 |  | Level 2 |
| L6 | 1. Investment Client5
 |  | Level 2 |
| L7 | 1. Investment Client6
 |  | Level 2 |
| L8 | 1. Investment Client7
 |  | Level 2 |
| L9 | 1. Tax Return Client1
 |  | Level 3 | Extensive guidance |
| L10 | 1. Tax Return Client2
 |  | Level 3 |
| L11 | 1. Tax Return Client3
 |  | Level 3 |
| L12 | 1. Tax Return Client4
 |  | Level 3 |
| L13 | 1. Tax Return Client5
 |  | Level 3 |
| L14 | 1. Advanced Computerised Accounting
 |  | Level 3 |