



Australian Government

PSPREV008 Determine stamp duties

Release: 1

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Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPREV408A Determine stamp duties.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to determine stamp duties imposed on various documents ('instruments') and transactions. It includes identifying legislative, regulatory and procedural requirements relating to stamp duties, assessing stamp duties and assessing and processing enquiries and complaints.

This unit applies to those working in roles where the determination of stamp duty is required.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, performing complex tasks in familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Revenue administration

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Identify legislative, regulatory and procedural requirements relating to stamp duties	<p>1.1 Maintain up-to-date knowledge of the range of legislation, regulations, rulings, Commissioner's practices and organisational procedures relating to instruments and transactions that generally attract duties.</p> <p>1.2 Locate and confirm as current rates and thresholds that apply to calculation of stamp duties, relative to the liability date.</p> <p>1.3 Identify and confirm eligibility and liability criteria related to stamp duties to ensure consistency of interpretation and application.</p> <p>1.4 Identify and confirm exemptions and concessions related to instruments, transactions or organisations.</p>
2. Assess stamp duties	<p>2.1 Identify instruments and transactions liable for duty.</p> <p>2.2 Identify instruments and transactions exempt from duty or eligible for concessions and explain to customers in accordance with their requests.</p> <p>2.3 Implement general principles affecting stamp duties to ensure correct duty is applied.</p> <p>2.4 Identify parties liable to pay duty and confirm date of liability.</p> <p>2.5 Confirm lodgement and due dates and apply any interest or penalties incurred for late lodgement or payment.</p> <p>2.6 Apply rates of duty, confirm assessment and record decision.</p>
3. Assess and process enquiries and complaints	<p>3.1 Deal with enquiries and complaints by taxpayers, and record decisions and notify.</p> <p>3.2 Explain to taxpayers their rights to have the decision reviewed if they are dissatisfied with the decision.</p>

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREV408A Determine stamp duties.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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