



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSP42108 Certificate IV in Government (Revenue Administration)**

**Revision Number: 2**

## **PSP42108 Certificate IV in Government (Revenue Administration)**

### **Modification History**

PSP42108 Release 2: Layout adjusted. No changes to content.

PSP42108 Release 1: Primary release.

### **Description**

This specialist qualification covers the competencies required by staff working in revenue administration. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of electives is possible in the qualification packaging rules, electives may also be drawn from other Training Packages to reflect the work context and/or career plans of the individual.

### **Pathways Information**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

### **Employability Skills Summary**

Not applicable.

## Packaging Rules

15 units of competency are required for this qualification:

- 5 core units
- 10 elective units including:
  - 1 unit from Group A
  - 5 units from Group B
  - up to 4 units from units from Group B and C **or** from elsewhere within this Training Package, **or** any endorsed Training Package **or** Accredited Course.

All elective units must be selected from an equivalent qualification level or higher, unless otherwise stated.

**Units selected should not duplicate content already covered by other units in this qualification.**

**\*\* For this qualification, a maximum of 1 unit from Certificate III level may be used.**

Core units	
PSPETHC401A	Uphold and support the values and principles of public service
PSPGOV408A	Value diversity
PSPGOV412A	Use advanced workplace communication strategies
PSPGOV422A	Apply government processes
PSPLEGN401A	Encourage compliance with legislation in the public sector
Group A Elective Units	
PSPOHS301A	Contribute to workplace safety
PSPOHS401B	Implement workplace safety procedures and programs
Group B Elective Units	
PSPREV401A	Identify and apply statute law
PSPREV402A	Undertake legislative decision making
PSPREV403A	Manage information on legal entities, relationships and property
PSPREV404A	Interpret and assess contracts
PSPREV405A	Assess applications for grants, subsidies and rebates
PSPREV406A	Evaluate returns-based taxes

PSPREV407A	Determine land tax liability
PSPREV408A	Determine stamp duties
PSPREV409A	Administer levies, fines and other taxes
<b>Group C Elective Units</b>	
PSPFRAU401B	Monitor data for indicators of fraud
PSPGOV402B	Deliver and monitor service to clients
PSPGOV406B	Gather and analyse information
PSPGOV411A	Deal with conflict
PSPGOV417A	Identify and treat risks
PSPGOV421A	Exercise delegations
PSPPOL401A	Contribute to policy development
PSPPOL404A	Support policy implementation
PSPREG401C	Exercise regulatory powers
PSPREG402C	Promote client compliance
PSPREG403B	Assess compliance
PSPREG404C	Investigate non-compliance
PSPREG405B	Act on non-compliance
PSPREG409B	Prepare a brief of evidence
PSPREG415A	Receive and validate data
PSPREG417A	Undertake compliance audits
PSPREG420A	Plan and implement recovery action
LGAGOVA301B	Assist customers with rate enquiries