



Australian Government

Assessment Requirements for PSPCRT010 Administer court fines and debt management

Release: 1

Assessment Requirements for PSPCRT010 Administer court fines and debt management

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying rules, Acts, procedures, practice directions and legislation in the context of court fines administration and debt management
- identifying principles and procedures in relation to financial assessments and data matching
- dealing effectively with a diverse range of clients
- negotiating payment arrangements
- interpreting complex legal documents
- maintaining accurate case management records
- operating computer technology for data input and case management

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- rules, Acts, procedures, practice directions and legislation relating to administration of court fines and debt management
- procedures relating to public sector legislation, including WHS and environment, in the context of court fines administration and debt management
- courts administration structure
- principles of judicial independence
- fines enforcement policy

- limits of authority to negotiate payment arrangements and make decisions on applications for relief
- case management in the context of fines administration and debt management

Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when administering court fines and debt management.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>