



Australian Government

PSPCART010 Administer court fines and debt management

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPCART409B Administer court fines and debt management. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.3 and 1.4 removed • PC 2.5 and 2.6 merged

Application

This unit describes the skills required to administer court fines and arrangements, manage debtors and negotiate payments, including with difficult customers. It includes undertaking case management of judgement debtors and managing a case load.

This unit applies to those working within the court system operating under procedures set by the court.

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, particularly those set by the court.

Those undertaking this unit would generally work independently with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Courts

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. Undertake case management of judgement debtors	1.1 Assess income, assets and expenditure in relation to payment arrangements and negotiate payments in accordance with delegated authority and clients' ability to pay. 1.2 Make decisions regarding applications for relief and contact fine defaulters in order to collect debts. 1.3 Apply workplace safety requirements when dealing with clients. 1.4 Make referrals to authorised officer or official for alternative penalties where necessary.
2. Participate in management of case load	2.1 Issue and cancel enforcements in accordance with delegated authority. 2.2 Conduct data matching to confirm information as required. 2.3 Maintain and use schedule of action dates. 2.4 Manage lists according to court requirements. 2.5 Manage cases and maintain case management records.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPCRT409B Administer court fines and debt management.

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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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.

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