



Australian Government

PSPREV005 Assess applications for grants, subsidies and rebates

Release: 1

PSPREV005 Assess applications for grants, subsidies and rebates

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 PSPREV405A Assess applications for grants, subsidies and rebates. • 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 explain and assess applications for government grants, subsidies and rebates. This includes explaining grant, subsidy and rebate requirements, checking grant, subsidy and rebate applications and supporting evidence and assessing eligibility.

This unit applies to those working with applications for grants, subsidies and rebates.

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 a familiar context.

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	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Explain grant, subsidy and rebate requirements	1.1 Access current and comprehensive information to clarify legislative, regulatory and procedural requirements of grants, subsidies and rebates. 1.2 Explain the purpose and key features of each grant, subsidy or rebate, tailoring communication to suit diverse customer needs. 1.3 Defer, if necessary, complex enquiries until information can be clarified, confirmed or referred to senior or specialist staff. 1.4 Inform applicants of any legal requirements and reasons for subjecting applications to compliance investigations, and advise of penalties under legislation for providing false or misleading information or for subsequently failing to meet conditions specified for grant, subsidy or rebate.
2. Check grant, subsidy and rebate applications and supporting evidence	2.1 Check applications to ensure approved forms are used and required information has been provided. 2.2 Sight supporting evidence and make and certify copies of original documents, tailoring communication to suit diverse customer needs.
3. Assess eligibility	3.1 Confirm eligibility for grant, subsidy or rebate. 3.2 Explain clearly the reasons why eligibility is not confirmed, and outline applicants' rights to review or lodge an objection.

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 PSPREV405A Assess applications for grants, subsidies and rebates.

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 PSPREV005 Assess applications for grants, subsidies and rebates

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.

- navigating complex and formal documents, including legislation, judicial decisions, rulings, Commissioner's practices and related materials and applying them to assessment of applications
- researching information related to grants, subsidies and rebates
- analysing information against eligibility criteria
- communicating with others involving the explanation of complex information relating to applicant and transaction eligibility (this may involve accessing interpreter services if necessary)
- confirming accuracy of applications
- using technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes
- applying environmental, sustainability and work health and safety procedures to administrative work and when dealing with customers

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.

- purpose and key features of grants, subsidies and rebates
- applicant eligibility criteria
- transaction eligibility criteria
- legislative decision making process

- confidentiality provisions

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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

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