



Australian Government

PSPREV013 Interpret and assess contracts

Release: 1

PSPREV013 Interpret and assess contracts

Modification History

Supersedes and is equivalent to PSPREV004 Interpret and assess contracts.

Application

This unit describes the performance outcomes, skills and knowledge required to interpret and assess contracts to determine their legal effect, identifying the parties involved and the responsibilities of those parties in order to make decisions regarding liability or compliance.

This unit applies to those working to interpret and assess contracts within the public sector. Those undertaking this unit work independently, performing complex tasks in a familiar context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Revenue administration

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify key features of contracts.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Analyse contracts and identify parties involved in each contract.
- 1.2. Identify legal nature and elements of contracts, terms and obligations.
- 1.3. Differentiate conditions, warranties and contingencies identified in the contract.
- 1.4. Identify circumstances and consequences of terminating contracts.
- 1.5. Confirm if contractual rights have been assigned and if assignment is valid.

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| 2. Assess contracts for eligibility and liability. | 2.1. Analyse contracts in accordance with criteria using a legislative decision-making process. |
| | 2.2. Confirm or deny eligibility or liability of contracts. |
| | 2.3. Make decisions and notify customers in accordance with organisational procedures. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:

- navigate and interpret complex formal documents.

Unit Mapping Information

Supersedes and is equivalent to PSPREV004 Interpret and assess contracts.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPREV013 Interpret and assess contracts

Modification History

Supersedes and is equivalent to PSPREV004 Interpret and assess contracts.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- communicate with others on matters involving exchanges of complex information when interpreting and assessing contracts
- use technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes.

Knowledge Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- communicate with others on matters involving exchanges of complex information when interpreting and assessing contracts
- use technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, regulations, rulings, commissioner practices and other applicable case law relating to contracts
- legislative decision-making process
- organisational procedures and protocols for interpretation and assessment of contracts
- information systems, equipment and resources of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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