



Australian Government

PSPREV014 Assess applications for grants, subsidies and rebates

Release: 1

PSPREV014 Assess applications for grants, subsidies and rebates

Modification History

Supersedes and is equivalent to PSPREV005 Assess applications for grants, subsidies and rebates.

Application

This unit describes the performance outcomes, skills and knowledge required to explain and assess applications for government grants, subsidies and rebates.

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

PERFORMANCE CRITERIA

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

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|--|---|
| 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 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.
1.5. 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 based on application.
3.2. Explain reasons why eligibility is not confirmed, and outline applicant rights to review or lodge an objection. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPREV005 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>

Assessment Requirements for PSPREV014 Assess applications for grants, subsidies and rebates

Modification History

Supersedes and is equivalent to PSPREV005 Assess applications for grants, subsidies and rebates.

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:

- research information related to grants, subsidies and rebates
- analyse information against eligibility criteria
- communicate with others on matters involving the explanation of complex information about applicant and transaction eligibility
- confirm accuracy of applications
- use technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- purpose and key features of grants, subsidies and rebates
- applicant eligibility criteria
- transaction eligibility criteria
- legislative decision-making process
- confidentiality provisions
- organisational procedures and protocols for government grants, subsidies and rebates.

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 grants, subsidies and rebates
- legislative decision-making process
- organisational procedures and protocols for assessing applications
- information systems, equipment and resources of the working environment.

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

Links

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