



Australian Government

Department of Education, Employment and Workplace Relations

PSPREV405A Assess applications for grants, subsidies and rebates

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the explanation and assessment of applications for government grants, subsidies and rebates.

In practice, assessing applications for grants, subsidies and rebates overlaps with other generalist or specialist work activities, such as acting ethically, applying government processes, communicating, delivering client service, and gathering and analysing information. Co-assessment with units of competency addressing these other activities could be considered.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

In the workplace, staff typically explain the purpose and key features of grants, subsidies and rebates. They must have a good understanding of eligibility criteria, both for applicants and for the transactions to which grants, subsidies and rebates apply. They must evaluate completed applications and supporting evidence. Explaining the process, penalties for false or misleading information, and the reasons for decisions or outcomes is also important in the application of the unit.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Explain grant, subsidy and rebate requirements	1.1 Current and comprehensive information is accessed to clarify legislative, regulatory and procedural requirements of grants, subsidies and rebates. 1.2 Purpose and key features of each grant, subsidy or rebate are explained, tailoring communication to suit diverse customer needs. 1.3 Complex enquiries are deferred if necessary until information can be clarified, confirmed or referred to senior or specialist staff in accordance with organisational requirements. 1.4 Applicants are informed of any legal requirements and reasons for subjecting applications to compliance investigations, and 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 Applications are checked to ensure approved forms are used and required information has been provided in accordance with organisational and legislative requirements. 2.2 Supporting evidence is sighted and copies of original documents are made and certified, in accordance with organisational policy and procedures, tailoring communication to suit diverse customer needs.
3. Assess eligibility	3.1 Eligibility is explained in accordance with grant, subsidy or rebate legislation and regulations. 3.2 Eligibility for grant, subsidy or rebate is confirmed in accordance with organisational procedures. 3.3 Where eligibility is not confirmed, reasons are clearly explained and applicants' rights to review or lodge an objection are outlined in accordance with legislation and regulations.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

Look for evidence that confirms skills in:

- navigating complex and formal documents, such as 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)
- numeracy to confirm accuracy of applications
- using technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes
- responding to diversity, including gender and disability
- applying environmental, sustainability and occupational health and safety procedures to administrative work and when dealing with customers

Required knowledge:

Look for evidence that confirms knowledge and understanding of:

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

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, The range statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

Co-assessed units that may be assessed with this unit to increase the efficiency and realism of the assessment process include:

- PSPETHC401A Uphold and support the values and principles of public service
- PSPGOV422A Apply government processes
- PSPGOV412A Use advanced workplace communication strategies
- PSPGOV402B Deliver and monitor service to clients
- PSPGOV406B Gather and analyse information

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- knowledge requirements of this unit
- skill requirements of this unit
- application of employability skills as they relate to this unit

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

Resources required to carry out assessment

These resources include:

- government legislation, regulations, rulings, Commissioner's practices and other applicable case law relating to grants, subsidies and rebates
- organisational procedures and protocols relating to government grants, subsidies and rebates
- legislative decision making process
- scenarios and case studies to capture the range of situations likely to be encountered when assessing applications for grants, subsidies and rebates
- access to relevant systems

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when assessing applications for grants, subsidies and rebates, including coping with difficulties, irregularities and breakdowns in routine
- assessment of applications for grants, subsidies and rebates

in a range of three or more contexts or occasions, over time

Assessment methods should reflect but not exceed workplace demands, such as literacy, and the needs of individuals who might be disadvantaged.

Assessment methods suitable for valid and reliable assessment of this unit must use authenticated evidence from the workplace and/or training courses and may include a combination of two or more of:

- workplace projects
- simulation or role plays
- case studies and scenarios
- observation
- portfolios

The assessment environment should not disadvantage the candidate and where the person has a disability the principle of reasonable adjustment should be applied during assessment.

**For consistency of
assessment**

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments.

Range Statement

The range statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The range statement also provides a focus for assessment. It relates to the unit as a whole. Text in *italics* in the Performance criteria is explained here.

Grants, subsidies and rebates may include:

- First Home Owner Grant
- First Home Owner Concession
- First Home Owner Bonus
- principal place of residence rebate
- various fuel subsidies
- thermo-regulatory dysfunction subsidy
- life support equipment subsidy
- public swimming pool subsidy
- pensioner rebates
- payroll tax subsidies and rebates, e.g. trainee and apprenticeship schemes
- first home owner duty concession on vacant land
- pensioner and first home buyer duty concessions
- water and sewerage rebates
- general duty concession schemes
- other government grants, e.g. building, childcare and arts
- stamp duty loans
- IT grants
- inner city rebates
- ex-serviceperson's concession

Key features may include:

- eligibility criteria
- amount of grant, subsidy or rebate
- commencement and end dates
- whether grant, subsidy or rebate is means tested
- whether other grants, subsidies and rebates may be accessed in conjunction
- limits and constraints
- timing of payment
- deferment of payment
- licensing requirements
- record-keeping requirements

Supporting evidence may

- application forms

include:

- proof of identity:
 - birth certificates
 - passports
 - permanent resident visa or special category visa
 - transaction contracts
- evidence of usage
- proof of occupancy
- evidence of current address
- completion of transaction

Eligibility may include:

- for First Home Owner Grant applicants:
 - 18 years of age or over
 - at least one applicant is an Australian citizen or permanent resident
 - no previous receipt of a grant or subsidy in any other state or territory
 - ownership restrictions
 - compliance with grant, subsidy or rebate conditions, e.g. use of property
 - exercise of Commissioner's discretionary powers regarding use and occupation of property
 - restrictions in relation to receiving additional rebates or concessions
- for First Home Owner Grant transactions:
 - contract to purchase established or new home
 - contract to build a new home
 - construction of a new home by an owner builder
 - contract to purchase a new home off-the-plan
- for duty concessions:
 - consideration
 - purchase date
- for stamp duty loans:
 - consideration
- for inner city rebates:
 - new home unit in inner city
 - first transfer on new residential home unit
 - home unit size restriction
 - location restriction
- for ex-serviceperson's concession:
 - transferee must be:
 - a prescribed person

- never claimed exemption before
- must have served in one of the wars specified
- exemption applies regardless of whether person is still serving at time of claiming exemption
- prescribed person includes a widow of the deceased
- for payroll tax trainee wages rebate scheme:
 - trainees or apprentices who commence approved contract of training before a prescribed birthday
 - employer payroll obligations up-to-date
 - maximum rebate set at a fixed percentage of payroll tax on wages paid or payable in the rebate period
 - applications use approved form and are lodged within prescribed time period
- for payroll tax exporters rebate scheme:
 - taxpayer must be involved in producing value-added goods which are produced or processed in their final form in the location specified
 - restricted to private sector producers
- for other subsidies and rebates:
 - commencement and completion dates
 - exceptions
 - restrictions, i.e. ineligible transactions
 - conditions
 - usage
 - record-keeping requirements

Unit Sector(s)

Not applicable.

Competency field

Revenue Administration.