

UNIT CODE	PSPREV008
UNIT TITLE	Determine stamp duties
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to determine stamp duties imposed on various documents ('instruments') and transactions.</p> <p>This unit applies to those working in roles where the determination of stamp duty is required. Those undertaking this unit would work independently, performing complex tasks in familiar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Revenue administration
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify legislative, regulatory and procedural requirements relating to stamp duties	<p>1.1 Maintain up-to-date knowledge of the range of legislation, regulations, rulings, Commissioner's practices and organisational procedures relating to instruments and transactions that generally attract duties.</p> <p>1.2 Locate and confirm current rates and thresholds that apply to calculation of stamp duties, relative to the liability date.</p> <p>1.3 Identify and confirm eligibility and liability criteria related to stamp duties to ensure consistency of interpretation and application.</p> <p>1.4 Identify and confirm exemptions and concessions related to instruments, transactions or organisations.</p>

2. Assess stamp duties	<p>2.1 Identify instruments and transactions liable for duty.</p> <p>2.2 Identify instruments and transactions exempt from duty or eligible for concessions and explain to customers in accordance with their requests.</p> <p>2.3 Implement general principles affecting stamp duties to ensure correct duty is applied.</p> <p>2.4 Identify parties liable to pay duty and confirm date of liability.</p> <p>2.5 Confirm lodgement and due dates and apply any interest or penalties incurred for late lodgement or payment.</p> <p>2.6 Apply rates of duty, confirm assessment and record decision.</p>
3. Assess and process enquiries and complaints	<p>3.1 Deal with enquiries and complaints by taxpayers, and record decisions and notify.</p> <p>3.2 Explain to taxpayers their rights to have the decision reviewed if they are dissatisfied with the decision.</p>

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
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREV008 Determine stamp duties.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREV008 Determine stamp duties
PERFORMANCE EVIDENCE	<p>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:</p> <ul style="list-style-type: none"> ■ research information related to stamp duties ■ interpret and explain legal language ■ confirm accuracy of duties applied to various instruments and transactions ■ communicate with others involving exchanges of complex information relating to stamp duties ■ use technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ range of legislation, regulations, rulings and Commissioner's practices relating to stamp duty requirements ■ general principles from legislation that assist in ascertaining nature of instruments and transactions and how the stamp duty regime is to be applied ■ legislative changes and why they occur ■ legislative decision-making process ■ confidentiality provisions.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ government legislation, regulations, rulings, Commissioner's practices and other applicable case law relating to stamp duties ■ organisational procedures and protocols relating to stamp duties ■ legislative decision making process ■ scenarios and case studies to capture the range of situations likely to be encountered when determining stamp duties ■ access to relevant systems. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide