

UNIT CODE	PSPREV005
UNIT TITLE	Assess applications for grants, subsidies and rebates
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to explain and assess applications for government grants, subsidies and rebates.</p> <p>This unit applies to those working in the area of grants, subsidies and rebates. Those undertaking this unit would work independently, performing complex tasks in a familiar context.</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. Explain grant, subsidy and rebate requirements	<p>1.1 Access current and comprehensive information to clarify legislative, regulatory and procedural requirements of grants, subsidies and rebates.</p> <p>1.2 Explain the purpose and key features of each grant, subsidy or rebate, tailoring communication to suit diverse customer needs.</p> <p>1.3 Defer complex enquiries until information can be clarified, confirmed or referred to senior or specialist staff.</p> <p>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.</p>

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 the reasons why eligibility is not confirmed, and outline applicants' rights to review or lodge an objection.

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREV005 Assess applications for grants, subsidies and rebates.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREV005 Assess applications for grants, subsidies and rebates
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 grants, subsidies and rebates ■ analyse information against eligibility criteria ■ communicate with others involving the explanation of complex information relating to applicant and transaction eligibility (this may involve accessing interpreter services if necessary) ■ confirm accuracy of applications ■ use technology to conduct research, make enquiries, review available data, access legislative requirements and record outcomes ■ apply environmental, sustainability and work health and safety procedures to administrative work and when dealing with customers.

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"> ■ 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 relating to government grants, subsidies and rebates.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> ■ workplace environment ■ 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 grants, subsidies and rebates ■ 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. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide