

UNIT CODE	PSPREG027
UNIT TITLE	Manage regulatory compliance
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to manage regulatory compliance, a management role with responsibility for regulatory officers who enforce and promote compliance with legislation.</p> <p>This unit applies to those working in management roles involved in regulatory. Those undertaking this unit work autonomously, performing complex tasks in a range of 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	Regulatory
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. Interpret and advise on enabling and related legislation	1.1 Resolve or refer non routine or complex matters related to enabling and related legislation. 1.2 Provide advice to clients and staff that is prompt, consistent and constructive, and within level of authority. 1.3 Seek feedback on client level of understanding and provide additional information or explanation to clarify issues. 1.4 Monitor staff understanding of legislation and procedures and address professional development needs.

2. Develop and implement compliance strategies	<p>2.1 Identify and implement strategies and measures to influence long term voluntary compliance to suit the audience and context.</p> <p>2.2 Provide information that is current and promotes the benefits of compliance to clients.</p> <p>2.3 Adjust information and strategies in response to feedback gathered from stakeholders.</p>
3. Provide strategic advice on compliance matters	<p>3.1 Confirm client or organisation and government information requirements as applicable.</p> <p>3.2 Provide advice based on current information and the needs of clients.</p> <p>3.3 Maintain presentation standards.</p> <p>3.4 Seek feedback on how well the advice and information suits its purpose and audience and use to recommend further action.</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
ORAL COMMUNICATION SKILLS TO:	<ul style="list-style-type: none"> provide oral advice to diverse audiences requiring adaptation of style and language.
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPREG027 Manage regulatory compliance
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREG027 Manage regulatory compliance
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:</p> <ul style="list-style-type: none"> undertake planning and information analysis engage in mentoring and coaching interpret complex written materials prepare written reports requiring formal structure and language use active listening and questioning to confirm understanding

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"> ■ enabling legislation ■ aspects of common law ■ strategic management of regulatory compliance ■ organisational reporting procedures ■ public sector policy and legislation, including WHS and environment relating to the management of regulatory compliance.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</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"> ■ legislation, policy, procedures and protocols relating to regulatory compliance in the public sector ■ enabling legislation ■ relevant aspects of common law ■ case studies and workplace scenarios to capture the range of situations likely to be encountered when managing regulatory compliance. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide