

UNIT CODE	PSPLEG002
UNIT TITLE	Encourage compliance with legislation in the public sector
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to encourage colleagues in the workplace to comply with legislation.</p> <p>This unit applies to those working in generalist or specialist work activities where they need to identify, understand and comply with the legislative environment within which they work. Those undertaking this unit may be working independently with some supervisory responsibilities while 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	Legislation and compliance
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. Assist others to comply with legislative requirements	<p>1.1 Maintain knowledge of legislation and guidelines relating to the public sector workplace.</p> <p>1.2 Confirm and convey the way legislation is integrated to provide a legislative framework and the key requirements of legislation applicable to own work.</p> <p>1.3 Provide a consistent model of compliance with legislative requirements through own work practices.</p> <p>1.4 Identify and convey the consequences of non-compliance with public sector legislation.</p> <p>1.5 Assist others to locate and access information on legislation and guidelines and to identify and obtain advice on conflicting legislative requirements.</p>

2. Act on non- compliance	<p>2.1 Identify actions that might constitute breaches of legislation and discuss with others.</p> <p>2.2 Act on possible breaches of legislation.</p> <p>2.3 Report and address inadequacies in workplace procedures which contribute to non-compliance.</p>
---------------------------	---

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
Reading skills to:	<ul style="list-style-type: none"> access, read and interpret a variety of simple and complex texts to determine legal requirements of the work group.
Writing skills to:	<ul style="list-style-type: none"> communicate simple and complex ideas relating to compliance with legislative tools, matching style of writing to purpose and audience.
Oral communication skills to:	<ul style="list-style-type: none"> translate organisation policies and procedures into meaningful actions for the workgroup.
Teamwork skills to:	<ul style="list-style-type: none"> assist colleagues access and use organisation guidelines.
Technology skills to:	<ul style="list-style-type: none"> access legislation, regulations and procedural requirements.
UNIT MAPPING INFORMATION	Release 1: This unit supersedes and is equivalent to PSPLEG002 Encourage compliance with legislation in the public sector.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPLEG002 Encourage compliance with legislation in the public sector
--------------	---

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 demonstrate evidence of the performance of the following on at least one occasion:</p> <ul style="list-style-type: none">■ accessing and reading complex and formal documents■ administering legislative requirements■ exercising discretion when addressing a non-compliance issue■ communicate with others involving exchanges of complex oral and written information.
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">■ types of legislation relating to the public sector■ public sector codes of ethics and conduct■ organisation procedures and protocols applicable to job role and consequences of non-compliance■ procedures for acting on and reporting possible breaches of legislation.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.</p> <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>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide