

<b>UNIT CODE</b>	<b>PSPREG013</b>
<b>UNIT TITLE</b>	<b>Undertake inspections and monitoring</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to undertake both routine and non-routine inspections and monitoring of a complex or detailed nature, with discretion to determine appropriate action in accordance with relevant Acts and regulations.</p> <p>This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar 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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Regulatory
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and organise inspection and monitoring activities	1.1 Confirm outputs and determine inspection and monitoring activities and responsibilities. 1.2 Determine procedures, timeframes, resources and equipment requirements for self and others. 1.3 Obtain and prepare resources and equipment. 1.4 Determine legislative requirements, risk management practices and work health and safety requirements. 1.5 Identify and adjust communication strategies and development opportunities in making clients aware of their obligations under relevant legislation. 1.6 Review and update procedural and information guides as required.

2. Undertake inspections and monitoring	<p>2.1 Carry out inspections and monitoring activities under general direction.</p> <p>2.2 Develop and implement risk management strategies in accordance with set procedures and timelines.</p> <p>2.3 Use and maintain resources and equipment.</p> <p>2.4 Provide operational and technical advice to subordinate officers.</p>
3. Act on non-compliance	<p>3.1 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach.</p> <p>3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach.</p> <p>3.3 Identify compliance requirements of legislation and regulations and report contraventions and recommend action.</p> <p>3.4 Refer serious or complex situations for advice or resolution.</p> <p>3.5 Identify the elements of each offence to be prosecuted under relevant legislation and collect and provide information and/or evidence in accordance with rules of evidence.</p> <p>3.6 Fulfil court attendance and conduct requirements when required.</p>
4. Provide reports, information and training	<p>4.1 Maintain records and prepare and provide reports.</p> <p>4.2 Interpret requirements of relevant legislation and provide information and advice on technical and operational matters.</p> <p>4.3 Provide on-the-job inspection and monitoring training.</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
<b>READING SKILLS TO:</b>	<ul style="list-style-type: none"> <li>interpret legislation, policies and procedures to determine inspection and monitoring requirements.</li> </ul>
<b>ORAL COMMUNICATION SKILLS TO:</b>	<ul style="list-style-type: none"> <li>communicate with a diverse range of clients and staff.</li> </ul>
<b>NUMERACY SKILLS TO:</b>	<ul style="list-style-type: none"> <li>Determine and schedule procedures time frames and resources to address required outputs.</li> </ul>
<b>TECHNOLOGY SKILLS TO:</b>	<ul style="list-style-type: none"> <li>use computers for word processing and manipulation of statistical data.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Release 1: Supersedes and is equivalent to PSPREG013 Undertake inspections and monitoring
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for PSPREG013 Undertake inspections and monitoring</b>
<b>PERFORMANCE EVIDENCE</b>	<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 for each of the following:</p> <ul style="list-style-type: none"> <li>■ undertake observation and analysis</li> <li>■ write reports using standard formats</li> <li>■ operate workplace equipment.</li> </ul>
<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ legislation</li> <li>■ inspection procedures</li> <li>■ monitoring procedures</li> <li>■ enabling legislation</li> <li>■ elements of an offence</li> <li>■ responses to non-compliance</li> <li>■ workplace and industry environment.</li> </ul>
<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> <li>■ a workplace environment or</li> <li>■ a simulated environment.</li> </ul> <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"> <li>■ legislation, policy, procedures and protocols relating to inspection and monitoring.</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide