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| UNIT CODE | PSPLEG003 |
| UNIT TITLE | Promote compliance with legislation in the public sector |
| APPLICATION | <p>This unit describes the performance outcomes, skills and knowledge required to promote compliance with legislation in the public sector.</p> <p>This unit applies to those with responsibility for encouraging and assisting others to comply with public sector guidelines and procedures. Those undertaking this unit would generally work independently with supervisory responsibilities. They would perform 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 | |

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| 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. Encourage compliance with legislative requirements | <p>1.1 Use personal work practices to provide a model of compliance with public sector legislation and guidelines.</p> <p>1.2 Respond to staff enquiries about the legislative requirements of the workplace.</p> <p>1.3 Explain to staff the consequences of non-compliance relating to legislation.</p> <p>1.4 Use compliance strategies to encourage compliance with legislation, policies and guidelines.</p> |

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| 2. Monitor compliance with legislative requirements | <p>2.1 Monitor compliance with legislative requirements and resolve or refer issues.</p> <p>2.2 Raise and address inadequacies in workplace procedures which contribute to non-compliance.</p> <p>2.3 Report on compliance with legislative requirements.</p> |
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| 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 complex texts to determine legal requirements of the work group. |
| Writing skills to: | <ul style="list-style-type: none"> ■ document factual reports. |
| Oral communication skills to: | <ul style="list-style-type: none"> ■ translate organisation policies and procedures into meaningful actions for the workgroup. |
| Initiative and enterprise skills to: | <ul style="list-style-type: none"> ■ solve simple non-compliance issues that occur in the workplace. ■ take action to report non-compliance issue outside your level of responsibility. |
| 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 PSPLEG003 Promote compliance with legislation in the public sector. |
| LINKS | Companion Volume Implementation Guide |

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| TITLE | Assessment Requirements for PSPLEG003 Promote 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"> ■ read and explain complex and formal documents, including legislation and codes of ethics, and apply them to work practices ■ communicate with others involving exchanges of complex oral and written information ■ apply environmental and WHS procedures and promote their use by others. |

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| 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">■ legislation relating to the public sector including WHS and environment■ regulations, guidelines, policy, practices■ public sector codes of ethics and conduct■ government processes and practices. |
| 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 |