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| UNIT CODE | PSPREG002 |
| UNIT TITLE | Undertake routine inspections and monitoring |
| APPLICATION | <p>This unit describes the performance outcomes, skills and knowledge required to conduct routine inspections and monitoring in accordance with relevant Acts and regulations. under routine guidance with responsibility for assigned duties.</p> <p>This unit applies to those working in roles conducting regulatory activities, working under supervision, performing routine tasks in a range of mostly 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 | |

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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. Organise inspection and monitoring duties | 1.1 Identify activities and responsibilities. 1.2 Identify procedures, timeframes, resources and equipment requirements. 1.3 Obtain and prepare resources and equipment. 1.4 Identify legislative requirements, risk management practices and workplace health and safety requirements. 1.5 Identify and tailor communication strategies and development opportunities to clients' needs, to make them aware of their obligations under relevant legislation. 1.6 Maintain and update procedural and information guides as required. |

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| 2. Undertake routine inspections and monitoring | <p>2.1 Implement risk management practices in accordance with set procedures and timelines.</p> <p>2.2 Use and maintain resources and/or equipment.</p> <p>2.3 Communicate with other officers, clients and the public in line with organisational protocols.</p> |
| 3. Act on non-compliance | <p>3.1 Provide information or education to achieve client compliance in accordance with the seriousness of the possible breach.</p> <p>3.2 Take further action as a result of failure to achieve compliance.</p> <p>3.3 Identify compliance requirements of legislation and regulations, report contraventions and recommended 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 or evidence in accordance rules of evidence.</p> <p>3.6 Fulfil court attendance and conduct requirements.</p> |
| 4. Provide reports and information | <p>4.1 Maintain records and provide reports.</p> <p>4.2 Interpret inspection documentation against relevant legislation and provide information on policies, procedures and guidelines.</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 |
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| Oral communication skills to: | <ul style="list-style-type: none"> communicate with a diverse range of clients and staff |
| UNIT MAPPING INFORMATION | Release 1: Supersedes and is equivalent to PSPREG002 Undertake routine inspections and monitoring. |
| LINKS | Companion Volume Implementation Guide |

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| TITLE | Assessment Requirements for PSPREG002 Undertake routine inspections and monitoring |
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| 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 for each of the following:</p> <ul style="list-style-type: none"> ■ undertake field orientation ■ undertake observation and analysis ■ write a reports using standard formats ■ operate workplace equipment and vehicles. |
| 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, including WHS, environment, and privacy as it applies to routine inspections and monitoring ■ organisational policy and procedures ■ inspection/examination procedures ■ monitoring procedures ■ enabling legislation ■ elements of an offence ■ responses to non-compliance ■ workplace and industry environment. |
| 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 inspection and monitoring ■ access to workplace equipment and vehicles <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p> |
| LINKS | Companion Volume Implementation Guide |