

UNIT CODE	PSPGEN042
UNIT TITLE	Exercise delegations
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to exercise delegations in the public sector.</p> <p>This unit applies to those working in generalist and specialist roles within the public sector.</p> <p>Those undertaking this unit would work independently 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>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
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. Confirm delegation.	<p>1.1 Access and use current information relating to organisational policies and procedures.</p> <p>1.2 Confirm delegation provided under legislation and the boundaries of that authority.</p> <p>1.3 Identify and confirm rights, responsibilities and accountabilities under the delegation.</p> <p>1.4 Confirm all levels of authority under the delegation with management and staff to ensure referrals as limits of authority are reached.</p>

2. Apply other legislation, policies and instructions.	2.1 Identify and confirm other legislation, policies or instructions that impact on authority under a delegation. 2.2 Resolve or refer apparently conflicting legislative directions.
3. Exercise delegations.	3.1 Document decisions and keep records to provide audit information of delegated authority exercised. 3.2 Identify and refer circumstances requiring the exercise of delegations that are outside own limits and obtain approvals. 3.3 Manage risks associated with the exercise of delegations.

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>	
Reading skills to:	<ul style="list-style-type: none"> ■ read complex written materials, including legislation, instructions, and standards, and apply them to work practices.
Writing skills to:	<ul style="list-style-type: none"> ■ synthesise information to record details to meet audit and compliance requirements.
UNIT MAPPING INFORMATION	This unit supersedes and is equivalent to PSPGEN042 Exercise delegations.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN042 Exercise delegations
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"> ■ apply legislation, regulations and policies relating to delegations ■ use information technology to access relevant legislation and procedures ■ use scanning techniques to locate main ideas in legislation, policy documents and instructions ■ use questioning strategies to clarify understanding ■ use communication strategies involving exchanges of often complex oral 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"> ■ public sector legislation including enabling legislation, WHS and environment, regulations, policies, procedures and guidelines relating to delegations ■ the range of delegations applicable in the public sector including: <ul style="list-style-type: none"> ○ financial ○ human resources ○ purchasing ○ contracting ○ licensing ○ regulatory powers ○ legislation ■ instructions and standards relating to delegations ■ organisational structure and levels of authority and delegations.
ASSESSMENT CONDITIONS	<p>Skills must be demonstrated at least once 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, standards, instructions and procedures relating to delegations. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide