

UNIT CODE	PSPREG001
UNIT TITLE	Carry out inspections and monitoring under guidance
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to carry out inspection and monitoring activities in accordance with relevant legislation and regulations, working under guidance.</p> <p>This unit applies to those working in roles conducting regulatory activities.</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	

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 and prepare for inspections and monitoring activities	1.1 Clarify and confirm tasks. 1.2 Confirm procedures, timeframes, resources and equipment requirements. 1.3 Confirm legislative requirements, risk management practices and workplace health and safety requirements. 1.4 Identify communication strategies and development opportunities to make clients aware of their obligations under relevant legislation with assistance from other staff members. 1.5 Obtain and prepare resources and/or equipment.
2. Carry out inspections and monitoring activities	2.1 Implement risk management strategies in accordance with organisational policies and procedures. 2.2 Use and maintain resources and/or equipment.

3. Act on routine non compliance	3.1 Provide information to achieve client compliance in line with the seriousness of the possible breach. 3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach. 3.3 Seek guidance to interpret legislation and regulations, and report contraventions accompanied by recommended action. 3.4 Refer serious or complex situations for advice or resolution. 3.5 Seek assistance to determine the elements of offences to be prosecuted under relevant legislation and collect and provide information and evidence. 3.6 Fulfil court attendance and conduct requirements.
4. Provide reports	4.1 Maintain records. 4.2 Provide reports that meet organisational requirements.

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
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 PSPREG001 Carry out inspections and monitoring under guidance
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPREG001 Carry out inspections and monitoring under guidance
PERFORMANCE EVIDENCE	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 at least once each of the following: <ul style="list-style-type: none"> undertake observation and analysis to provide information to act on non compliance write a report using standard formats operate workplace equipment.

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 WHS, environment, privacy■ organisational policy and procedures■ inspection/examination procedures■ monitoring procedures■ elements of an offence■ responses to routine non compliance■ risk management practices■ 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. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide