

<b>UNIT CODE</b>	<b>PSPLEG001</b>
<b>UNIT TITLE</b>	<b>Comply with legislation in the public sector</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to identify and comply with legislative requirements and report non-compliance.</p> <p>This unit applies to those working in generalist or specialist work activities where it is essential to identify, understand and comply with the legislative environment within which they work. Those undertaking this unit would work under supervision while performing routine 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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Legislation and compliance
<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. Identify legislative requirements.	1.1 Access legislation and guidelines relating to the workplace. 1.2 Identify key requirements of relevant legislation and confirm with senior staff. 1.3 Confirm understanding of requirements of legislation and ensure consistency of interpretation and application. 1.4 Clarify the way various pieces of legislation are integrated to provide a legislative framework. 1.5 Seek advice when conflicting legislative directives are found.
2. Comply with legislative requirements.	2.1 Carry out work practices. 2.2 Review own conduct and use feedback from others to confirm continuing compliance.

3. Report incidents of non compliance.	3.1 Raise possible breaches of legislation with an authorised person or body. 3.2 Identify and address inadequacies in workplace procedures that contribute to non-compliance.
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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"> <li>access, read and interpret a variety of simple and complex text to determine organisation and legal requirements of own job.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>ask open and closed questions to gather and confirm legislation and procedural requirements.</li> </ul>
Technology skills to:	<ul style="list-style-type: none"> <li>access legislation, regulations and procedural requirements.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Release 1: This unit supersedes and is equivalent to PSPLEG001 Comply with legislation in the public sector.
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for PSPLEG001 Comply with legislation in the public sector</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 demonstrate evidence of the performance of the following on at least one occasion:</p> <ul style="list-style-type: none"> <li>undertaking research and evaluation of a legislative instrument</li> <li>meeting legal responsibilities within job role</li> <li>meeting code of conduct requirements</li> <li>reading complex and formal documents to identify requirements</li> <li>compliance requirements relative to job role.</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>■ types of legislation, regulations and guidelines applicable to organisation and job role</li><li>■ organisation procedures and protocols applicable to job role and consequences of non-compliance</li><li>■ legislated functions and powers of the public sector agencies</li><li>■ public sector ethics and codes of conduct</li><li>■ principles of equal employment opportunity, equity and diversity</li><li>■ organisational processes for responding to legislative requirements.</li></ul>
<b>ASSESSMENT CONDITIONS</b>	<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>
<b>LINKS</b>	Companion Volume Implementation Guide