

UNIT CODE	PSPLEG004
UNIT TITLE	Manage compliance with legislation in the public sector
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to manage compliance with public sector legislative requirements.</p> <p>This unit applies to those working in the management of public sector legislation compliance. Those undertaking this unit would work autonomously with supervisory responsibilities, while performing complex tasks in a range of 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	

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. Assure legislative compliance	1.1 Use personal conduct to model compliance with legislation, policy and guidelines. 1.2 Encourage staff to discuss, clarify and meet legislative requirements. 1.3 Confirm staff understanding of legislation and guidelines and address professional development needs. 1.4 Undertake risk assessment planning relating to legislative compliance to establish the risk of non-compliance and implement mitigation strategies. 1.5 Use workplace occurrences of compliance and non-compliance as learning situations for staff, without compromising privacy and confidentiality considerations.

2. Interpret legislation relating to public sector work	2.1 Maintain knowledge of legislation and related legal opinions. 2.2 Provide substantiated interpretation of legislative requirements within the limits of authority.
3. Evaluate compliance outcomes	3.1 Conduct analysis of compliance outcomes to provide comprehensive and valid conclusions. 3.2 Use analysis to identify trends, possible reasons and potential mitigation strategies for improving outcomes. 3.3 Confirm and address inadequacies in procedures which allow breaches of legislation to occur. 3.4 Report on compliance with legislative 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
Reading skills to:	<ul style="list-style-type: none"> ■ access, read and interpret a variety of complex text to determine legal requirements of staff team.
Writing skills to:	<ul style="list-style-type: none"> ■ communicate complex ideas relating to fraud and corruption, matching style of writing to purpose and audience ■ prepare written advice and reports requiring precision of expression.
Oral communication skills to:	<ul style="list-style-type: none"> ■ participate in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience.
Numeracy skills to:	<ul style="list-style-type: none"> ■ interpret data and draw conclusions about compliance issues.
Problem-solving skills to:	<ul style="list-style-type: none"> ■ address interpersonal problems that occur in the work team ■ develop evaluate and review organisation procedural documents.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> ■ use qualitative data and analysis
Teamwork skills to:	<ul style="list-style-type: none"> ■ use interpersonal skills to lead work teams.
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 PSPLEG004 Manage compliance with legislation in the public sector.
LINKS	Companion Volume Implementation Guide

<p>TITLE</p>	<p>Assessment Requirements for PSPLEG004 Manage compliance with legislation in the public sector</p>
<p>PERFORMANCE EVIDENCE</p>	<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:</p> <ul style="list-style-type: none"> ▪ analyse and explain complex and formal documents ▪ apply critical analysis to identify political issues ▪ deal with people to resolve conflict in the workplace ▪ provide coaching to staff for improved understanding of legislation and guidelines.
<p>KNOWLEDGE EVIDENCE</p>	<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, regulations, guidelines relating to the public sector, including work health and safety and environment. ▪ public sector codes of ethics and/or conduct ▪ government processes ▪ governance practices
<p>ASSESSMENT CONDITIONS</p>	<p>Skills must be demonstrated in either a:</p> <ul style="list-style-type: none"> ▪ workplace environment or ▪ 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>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<p>LINKS</p>	<p>Companion Volume Implementation Guide</p>