# PSPREG013 Undertake inspections and monitoring

**Release: 1**

## PSPREG013 Undertake inspections and monitoring

## Modification History

| Release | Comments |
|---------|----------|
| 1 | This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG413A Undertake inspections and monitoring. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice |

## Application

This unit describes the skills required to undertake both routine and non-routine inspections and monitoring of a more complex or detailed nature, with discretion to determine appropriate action in accordance with relevant Acts and regulations. It includes planning and organising inspection and monitoring activities, undertaking inspections, acting on non-compliance and providing reports, information and training.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

## Competency Field

Regulatory

## Elements and Performance Criteria

| ELEMENTS | PERFORMANCE CRITERIA |
|----------|----------------------|
| Elements describe | Performance criteria describe the performance needed to demonstrate |

| the essential outcomes | achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section. |
|---|---|
| **1. Plan and organise inspection and monitoring activities** | 1.1 Confirm outputs and determine inspection and monitoring activities and responsibilities.<br><br>1.2 Determine procedures, timeframes, resources and equipment requirements for self and others.<br><br>1.3 Obtain and prepare resources and/or equipment.<br><br>1.4 Determine legislative requirements, risk management practices and WHS requirements.<br><br>1.5 Identify and adjust communication strategies and development opportunities to suit a range of clients in making them aware of their obligations under relevant legislation.<br><br>1.6 Review and update procedural and information guides as required. |
| **2. Undertake inspections and monitoring** | 2.1 Carry out inspections and monitoring activities under general direction.<br><br>2.2 Develop and implement risk management strategies as required in accordance with set procedures and timelines.<br><br>2.3 Use and maintain resources and/or equipment.<br><br>2.4 Provide operational and technical advice when required to subordinate officers. |
| **3. Act on non-compliance** | 3.1 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach.<br><br>3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach.<br><br>3.3 Identify compliance requirements of legislation and regulations and report contraventions and recommended action.<br><br>3.4 Refer serious or complex situations for advice or resolution.<br><br>3.5 Identify the elements of each offence to be prosecuted under relevant legislation, and collect and provide information and/or evidence in accordance with rules of evidence.<br><br>3.6 Fulfil court attendance and conduct requirements when required. |
| **4. Provide reports, information and training** | 4.1 Maintain records and prepare and provide reports.<br><br>4.2 Interpret requirements of relevant legislation and provide information and advice on technical and operational matters.<br><br>4.3 Provide on-the-job inspection and/or monitoring training. |

## Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

# Unit Mapping Information

This unit supersedes and is equivalent to PSPREG413A Undertake inspections and monitoring.

# Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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