



Australian Government

SISXIND404A Promote compliance with laws and legal principles

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	Reduction of repetition. No changes to competency outcome.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply legislation relevant to organisation operations. The unit focuses on analysis and interpretation of relevant legislation to inform the review of current organisation systems to determine compliance with legal obligations and promote the modification or development and implementation of systems to promote organisation compliance.

Application of the Unit

This unit applies to staff in leadership and supervisory roles, responsible for organisation systems in a variety of sport, fitness and recreation environments. This may include staff working as program, recreation or swim school coordinators or managers across a range of programs and locations, sport development officers or administrators as well as those working in outdoor field locations, such as outdoor leaders and logistics coordinators.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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| <ol style="list-style-type: none"> 1. Analyse laws and legal principles. 2. Analyse the implications of contracts. 3. Review current organisational systems to determine legal compliance. 4. Modify organisational systems to promote compliance. | <ol style="list-style-type: none"> 1.1. Identify and access <i>sources</i> of <i>laws and legal information</i> that relate to the organisation. 1.2. Analyse laws and legal information and identify <i>implications</i> for the organisation. 1.3. Record information and communicate to <i>appropriate personnel</i>. 2.1. Identify the <i>types of contracts</i> used by the organisation and the rationale for their use. 2.2. Identify and analyse contractual obligations and their implications for individuals and the organisation. 3.1. Identify and assess current <i>organisation policies and procedures</i> and <i>implementation strategies</i> to determine compliance with legal requirements. 3.2. Identify aspects of organisation operations that may infringe or not meet legal obligations. 3.3. Assess the need for and access legal advice on infringements and gaps where appropriate. 3.4. Report and document outcomes of assessment and make recommendations for <i>required actions</i> to address infringements and gaps to relevant personnel. 3.5. Circulate recommendations to affected staff for feedback and discussion. 4.1. Develop or modify policies, procedures and implementation strategies as appropriate based on recommendations and feedback to promote compliance with legal obligations. 4.2. Document new or modified policies, procedures and implementation strategies. 4.3. Communicate new or modified policies, procedures and implementation strategies within organisation. 4.4. Implement new or modified policies, procedures and implementation strategies and monitor their |
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ELEMENT**PERFORMANCE CRITERIA**

- effectiveness in complying with legal requirements.
5. Update legal knowledge.
- 5.1. Update legal knowledge and share with colleagues.
- 5.2. Use updated knowledge in planning for workplace systems and operational processes.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - liaise with colleagues
 - convey information about legal obligations
 - seek feedback on organisation policies, procedures and implementation strategies to support organisation compliance and undertake a review of these systems
- language and literacy skills to:
 - undertake research of relevant legislation and legal information
 - interpret and update information to promote compliance
 - document information to support compliance
- problem-solving skills to:
 - review compliance of current organisation policies and procedures
 - identify problems and gaps
 - modify or develop initiatives to promote compliance with legal obligations
- technology skills to access relevant legal information from electronic sources.

Required knowledge

- organisation systems and their relationship to legislative obligations to enable understanding of the purpose and aims of these systems and their effective functioning
- organisation policies and procedures related to legislative requirements and compliance to enable an assessment of gaps and potential modifications to be identified
- legislation and industry codes of practice which govern operations to enable organisation compliance
- evaluation techniques to enable the effective review of organisation policies and procedures
- appropriate implementation strategies for organisation policies and procedures that meet compliance requirements.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- identify and clarify the implications of laws, legal requirements and organisation contracts on operating systems and services and seeks legal advice where appropriate
- review current organisation systems to determine areas of operation that do not comply with laws and legal requirements, and document and report findings to appropriate personnel in a timely manner
- make recommendations to better promote compliance and support staff in implementing policies and procedures that promote compliance with laws and legal requirements
- anticipate problems or constraints that may affect the organisation's ability to comply with legal and contractual obligations and incorporate them into a contingency plan.

Context of and specific resources for assessment

Assessment must ensure:

- implementation and monitoring of recommendations in consultation with staff, and participation in organisation compliance reviews that are of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- sources of information about legal and contractual obligations
- current organisational policies, procedures and operational work systems
- sources of legal advice and associated documentation
- resources, staff and documentation required for the review of organisational systems.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of interacting with staff as part of the

review process

- oral and or written questioning to assess knowledge of relevant legislation and its impact on the specific sport, fitness and recreation organisation
- portfolio showing evidence of review outcomes and actions
- third-party reports from a supervisor detailing work performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended for example:

- SISXIND211 Develop and update sport, fitness and recreation industry knowledge.
- SISXRSK502 Manage organisational risks.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Sources may include:

- reference books
- media
- industry and or employer associations
- industry journals
- internet
- clients and suppliers
- legal experts.

Laws and legal information may include:

- company
- taxation
- contract
- insurance and superannuation
- environment
- child protection
- consumer protection and trade practices
- licensing
- industrial relations
- equal employment opportunity
- anti-discrimination
- Work Health and Safety
- privacy.

Implications may include:

- delivery of services
- safety
- employment
- privacy
- constitutional structure
- contracts
- funding accountability.

Appropriate personnel may include:

- managers
- supervisors
- board members
- colleagues
- local government.

Types of contracts may include:

- funding
- sponsorships

Organisational policies and procedures may include:

- employment
- service and or supply of goods and services
- preferred providers
- licences
- trademarks
- transfers
- franchises.

Implementation strategies may include:

- legislative requirements
- contract establishment and management
- business compliance and management reporting
- monitoring and reviewing procedures.
- staff training
- organisation communication strategies
- information sessions and updates.

Required actions may include:

- modifying current policies and procedures
- developing new policies and procedures
- modifying current implementation strategies
- developing new implementation strategies.

Unit Sector(s)

Cross-Sector

Competency Field

Working in Industry