



Australian Government

AMPMGT602 Monitor and manage organisational legal responsibilities

Release: 3

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Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 8.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to monitor and manage a workplace's legal responsibilities. It also describes the skills and knowledge required to manage risks associated with business operation and the provision of goods and services. It includes working with workplace personnel and monitoring and reviewing systems to achieve compliance and minimise risk.

This unit is appropriate for all managers with responsibility for production, workplace health and safety, human resources, environmental or financial management systems and procurement, sales and marketing functions, in all meat industry sectors.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Management (MGT)

Elements and Performance Criteria

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. Gather legal information required for business compliance	1.1 Gather and analyse relevant, appropriately sourced legal information 1.2 Seek, analyse and evaluate expert advice 1.3 Clearly explain employer and employee obligations and responsibilities to management
2. Identify legal risks	2.1 Evaluate workplace policies, systems, controls and practices in terms of workplace and legal requirements 2.2 Analyse workplace policies, procedures and systems for compliance with contractual and legal obligations 2.3 Identify key risk areas 2.4 Analyse risk level
3. Ensure workplace compliance with legal requirements	3.1 Analyse current strategies for compliance with legal requirements 3.2 Provide feedback on compliance record to stakeholders 3.3 Develop, implement and communicate strategies to ensure compliance with legal requirements and minimise risk 3.4 Maintain currency of legal information
4. Report workplace compliance	4.1 Maintain and secure records relating to systems, training, communication and non-compliance with legal requirements 4.2 Prepare compliance reports for internal personnel and external authorities as required 4.3 Record and make timely reports on non-compliance incidents to relevant internal personnel and external authorities 4.4 Prepare compliance reports and workplace presentations for external authorities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret detail in legislation, regulations and industry standards
Numeracy	- Use software programs to model outcomes - Recognise trends in graphs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT602 Monitor and manage organisational legal responsibilities Release 3	AMPMGT602 Monitor and manage organisational legal responsibilities Release 2	Foundation Skills added Minor changes to unit Application, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>