



Australian Government

PSPGEN042 Exercise delegations

Release: 1

PSPGEN042 Exercise delegations

Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPGOV421A Exercise delegations.</p> <ul style="list-style-type: none"> • 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 exercise delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines.

This unit applies to those working in generalist and specialist roles within the public sector.

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 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

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Confirm	1.1 Access and use current information relating to enabling

delegation	<p>legislation, standards, instructions and delegated authority to maintain up to date knowledge of requirements.</p> <p>1.2 Confirm delegation provided under legislation and the boundaries of that authority.</p> <p>1.3 Identify and confirm rights, responsibilities and accountabilities under the delegation.</p> <p>1.4 Confirm all levels of authority under the delegation with management and staff to ensure referrals as limits of authority are reached.</p>
2. Apply other legislation, policies and instructions	<p>2.1 Identify other legislation, policies or instructions that impact on authority under a delegation and confirm these requirements.</p> <p>2.2 Resolve or refer apparently conflicting legislative directions.</p>
3. Exercise delegations	<p>3.1 Document decisions and keep records to provide audit information of delegated authority exercised.</p> <p>3.2 Identify circumstances requiring the exercise of delegations that are outside own limits and obtain approvals.</p> <p>3.3 Identify risks associated with the exercise of delegations and strategies to manage risks.</p>

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 PSPGOV421A Exercise delegations.

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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