



**Australian Government**

# **Assessment Requirements for PSPGEN072 Manage compliance with workplace relations legislation**

**Release: 1**

## Assessment Requirements for PSPGEN072 Manage compliance with workplace relations legislation

### Modification History

Release	Comments
1	<p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none"><li>Assessment Requirements created drawing upon specified assessment information from superseded unit</li></ul>

### Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- reading, interpreting and communicating legislation, regulations, policies, procedures and guidelines relating to workplace relations
- preparing reports and correspondence containing information that is impartial, validated, accurate and complete
- communicating impartially and diplomatically with diverse stakeholders, including conducting open discussions and using appropriate questioning techniques
- planning and prioritising work
- working as a member of a team
- consulting and providing advice
- organising and planning skills to administer and manage records and files

### Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- workplace relations framework
- workplace relations legislation, including conditions and entitlements
- relevant support organisations
- common and case law
- strategies for encouraging compliance, including advice sheets and checklists and transparency of workplace arrangements

- roles and responsibilities of stakeholders, including employers, employees, legal representatives, unions, advisory bodies and other government agencies
- procedures and protocols for reporting non-compliance with workplace relations legislation
- consequences of non-compliance with workplace relations legislation
- organisational policies and procedures relating to managing compliance with workplace relations legislation

## Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

## 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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