



**Australian Government**

# **PSPGEN113 Exercise delegations**

**Release: 1**

# PSPGEN113 Exercise delegations

## Modification History

Supersedes and is equivalent to PSPGEN042 Exercise delegations.

## Application

This unit describes the performance outcomes, skills and knowledge required to exercise delegations in the public sector.

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

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

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

## Pre-requisite Unit

Nil

## Competency Field

General

## Elements and Performance Criteria

### ELEMENTS

*Elements describe the essential outcomes*

1. Confirm delegation.

### PERFORMANCE CRITERIA

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

- 1.1. Access and use current information relating to enabling legislation, standards, instructions and delegated authority to maintain up-to-date knowledge of requirements.
- 1.2. Confirm delegation provided under legislation and boundaries of that authority.
- 1.3. Identify and confirm rights, responsibilities and accountabilities under the delegation.
- 1.4. Confirm all levels of authority under the delegation with management and staff to ensure referrals as limits of authority are reached.

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| 2. Apply other legislation, policies and instructions. | 2.1. Identify and confirm other legislation, policies or instructions that impact on authority under a delegation.            |
|  | 2.2. Resolve or refer apparently conflicting legislative directions.  |
| 3. Implement delegations.                              | 3.1. Document decisions and keep records to provide audit information of delegated authority exercised.                       |
|  | 3.2. Identify and refer circumstances requiring the exercise of delegations that are outside own limits and obtain approvals. |
|  | 3.3. Identify risks associated with the exercise of delegations and strategies to manage risks.                               |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

### SKILLS

### DESCRIPTION

Reading skills to:

- interpret complex written materials, including legislation, instructions, and standards.

## Unit Mapping Information

Supersedes and is equivalent to PSPGEN042 Exercise delegations.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>