Australian Government

PSPLEG002 Encourage compliance with legislation in the public sector

Release: 1

PSPLEG002 Encourage compliance with legislation in the public sector

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPLEGN401A Encourage compliance with legislation in the public sector. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to encourage colleagues in the workplace to comply with legislation. It includes assisting others to comply with legislative requirements, and taking action on non-compliance.

This unit applies to those working in generalist or specialist work activities where they need to identify, understand and comply with the legislative environment within which they work.

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 may be working independently with some supervisory responsibilities while performing complex tasks in familiar contexts.

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

Competency Field

Legislation and compliance

Elements and Performance Criteria

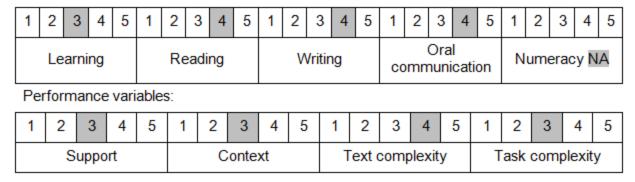| ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assist others to comply with legislative requirements	1.1 Maintain knowledge of the range of legislation and guidelines relating to the public sector workplace to ensure currency. 1.2 Confirm and convey to others the way various pieces of legislation are integrated to provide a legislative framework and the key requirements of each piece of legislation. 1.3 Use own work practices and procedures to provide a consistent model of compliance with legislative requirements. 1.4 Identify and convey to others the consequences of non-compliance with public sector legislation. 1.5 Assist others to locate and access information on legislation and guidelines and to identify and obtain advice on conflicting legislative requirements.
2. Act on non-compliance	2.1 Identify actions that might constitute breaches of legislation and discuss with others. 2.2 Act upon possible breaches of legislation or refer promptly to an authorised person. 2.3 Report and address inadequacies in workplace procedures which contribute to non-compliance.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

Learning					Reading					Writing					Oral communication					Numeracy NA				
1	2	**3**	4	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	**4**	5	1	2	3	4	5

Performance variables:

Support					Context					Text complexity					Task complexity				
1	2	**3**	4	5	1	2	**3**	4	5	1	2	3	**4**	5	1	2	**3**	4	5

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPLEGN401A Encourage compliance with legislation in the public sector.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623