



Australian Government

PSPREG029 Manage and lead inspection and monitoring programs

Release: 1

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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 PSPREG603A Manage and lead inspection and monitoring programs.</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 manage and lead inspection and monitoring activities in accordance with relevant Acts and regulations. It includes determining inspection and monitoring program requirements, managing and leading inspection and monitoring programs and managing reporting systems, information and training.

This unit applies to those working in regulatory roles within the public sector involving inspection and monitoring.

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 autonomously, 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

Regulatory

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. Determine inspection and monitoring program requirements	<p>1.1 Determine outputs and performance indicators for programs, and inspection and monitoring responsibilities.</p> <p>1.2 Determine strategic, operational, technical, financial and administrative requirements.</p> <p>1.3 Undertake operational and procedural assessments for quality improvement.</p> <p>1.4 Interpret legislation and regulations and make recommendations on related policies and procedures.</p> <p>1.5 Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff in accordance with their needs.</p>
2. Manage and lead inspection and monitoring programs	<p>2.1 Provide leadership and assist individuals to deliver agreed outputs.</p> <p>2.2 Manage inspection and monitoring programs and supervise program performance, resources and expenditure.</p> <p>2.3 Develop policy and procedures for dealing with non-compliance through information, development or extension activities and prosecution.</p> <p>2.4 Manage compliance programs as required in accordance with set procedures and timelines.</p> <p>2.5 Manage implementation of the performance management system for inspection and monitoring staff.</p> <p>2.6 Enforce legislative requirements, risk management practices, workplace health and safety and environmental procedures.</p>
3. Manage reporting systems, information and training	<p>3.1 Manage records management and reporting systems in accordance with performance indicators.</p> <p>3.2 Prepare high-level correspondence and advice, submissions and reports.</p> <p>3.3 Prepare evidence for legal action under relevant legislation.</p> <p>3.4 Monitor inspection and monitoring training and develop and implement initiatives to improve staff performance.</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 PSPREG603A Manage and lead inspection and monitoring programs.

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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