



**Australian Government**

# **PSPREG040 Undertake inspections and monitoring**

**Release: 1**

# PSPREG040 Undertake inspections and monitoring

## Modification History

Supersedes and is not equivalent to PSPREG013 Undertake inspections and monitoring.

## Application

This unit describes the performance outcomes, skills and knowledge required to undertake both routine and non-routine inspections and monitoring of a complex or detailed nature, with discretion to determine appropriate action in accordance with relevant acts and regulations.

This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit work independently as part of a team, 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

Regulatory

## Elements and Performance Criteria

### ELEMENTS

*Elements describe the essential outcomes*

### PERFORMANCE CRITERIA

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

1. Plan and organise inspection and monitoring activities.
  - 1.1. Confirm outputs and determine inspection and monitoring activities and responsibilities.
  - 1.2. Determine procedures, timeframes, resources and equipment requirements for self and others.
  - 1.3. Obtain and prepare resources and equipment.
  - 1.4. Determine legislative requirements, risk management practices and work health and safety requirements.
  - 1.5. Identify and adjust communication strategies and develop opportunities to make representative(s) of the regulated entity aware of their obligations under relevant legislation.
  - 1.6. Review and update procedural and information guides as required.
  
2. Undertake inspections and monitoring.
  - 2.1. Carry out inspections and monitoring activities under general direction.
  - 2.2. Develop and implement risk management strategies in accordance with set procedures and timelines.
  - 2.3. Use and maintain resources and equipment.
  - 2.4. Provide operational and technical advice to subordinate officers.
  
3. Act on non-compliance.
  - 3.1. Provide information and education to achieve regulated entity compliance in line with the seriousness of the possible breach.
  - 3.2. Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach.
  - 3.3. Identify compliance requirements of legislation and regulations and report contraventions and recommend action.
  - 3.4. Refer serious or complex situations to line supervisor for advice or resolution.
  - 3.5. Identify the elements of each offence to be prosecuted under relevant legislation and collect and provide information and evidence in accordance with rules of evidence.
  - 3.6. Fulfil court attendance and conduct requirements in accordance with organisational guidelines.
  
4. Provide reports, information and training.
  - 4.1. Maintain accurate records.
  - 4.2. Provide reports that meet organisational requirements.
  - 4.3. Interpret requirements of relevant legislation and provide information and advice on technical and operational matters.
  - 4.4. Provide on-the-job inspection and monitoring training in accordance with organisational requirements.

## 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.

<b>SKILLS</b>	<b>DESCRIPTION</b>
Oral communication skills to:	<ul style="list-style-type: none"><li>• communicate with a diverse range of clients and staff.</li></ul>
Technology skills to:	<ul style="list-style-type: none"><li>• use computers for word processing and manipulation of statistical data.</li></ul>

## Unit Mapping Information

Supersedes and is not equivalent to PSPREG013 Undertake inspections and monitoring.

## Links

Companion Volume implementation guides are found in VETNet -

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