



Australian Government

PSPREV011 Undertake legislative decision-making

Release: 1

PSPREV011 Undertake legislative decision-making

Modification History

Supersedes and is equivalent to PSPREV002 Undertake legislative decision making.

Application

This unit describes the performance outcomes, skills and knowledge required to apply a legislative decision-making process to make and justify legislatively based decisions.

This unit applies to those working in a public sector role involved in legislative decision-making. Those undertaking this unit would work independently, performing complex tasks in a familiar context.

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

Revenue administration

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify requirements for legislative decision making.

PERFORMANCE CRITERIA

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

- 1.1. Identify and clarify purpose and key elements of legislative decision-making process to ensure its consistent application.
- 1.2. Identify record-keeping procedures relating to legislative decision making.

- | | |
|---|---|
| 2. Complete required research. | <p>2.1. Identify and outline the situation or event requiring a decision.</p> <p>2.2. Determine applicable statute law and identify and record sections of the acts that link to the decision.</p> <p>2.3. Identify relevant case law and other extraneous material.</p> <p>2.4. Record and analyse evidence to support situation or event with respect to applicable law.</p> <p>2.5. Draw conclusions as to whether required facts have been established by available evidence and record.</p> <p>2.6. Apply statute law using precedents, rulings, commissioner practices, internal advice, other legislation and advice from senior and specialist staff.</p> |
| 3. Carry out the decision-making phase. | <p>3.1. Confirm delegation to make the decision or refer decision.</p> <p>3.2. Make decision based on research outcomes and established facts, supported by explanation and justification.</p> <p>3.3. Document decision in required format.</p> <p>3.4. Carry out actions as a result of the decision and record.</p> |

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:

- research information and establish relevant facts
- identify and interpret applicable statute law.

Unit Mapping Information

Supersedes and is equivalent to PSPREV002 Undertake legislative decision making.

Links

Companion Volume implementation guides are found in VETNet -

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