



Australian Government

**Assessment Requirements for PSPWPI003
Investigate possible breaches of workplace
legislation**

Release: 1

Assessment Requirements for PSPWPI003 Investigate possible breaches of workplace legislation

Modification History

Release	Comments
1	<p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none">• Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking legal research
- evaluating information in investigating breaches
- applying principles of natural justice and procedural fairness
- applying legislative requirements and organisational policies and procedures in all investigations
- applying risk management principles to investigative procedures, including personal safety
- negotiating
- dealing with conflicting information
- dealing with conflict
- interviewing and questioning
- ensuring due consideration of information and evidence
- planning and organising skills to ensure the coordinated and thorough investigation of possible breaches of workplace legislation
- decision-making to reflect deliberation of the evidence and the risk assessment
- undertaking comprehensive planning of investigative responses
- conducting detailed examination of potential or reported breaches
- preparing resources required to conduct investigations
- carrying out diverse information-gathering activities to substantiate recommendations

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- federal and state workplace legislative framework applying to workplace inspections, including legislation relating to work health and safety and workplace relations
- risk management principles relating to personal and workplace safety
- common law principles applying to inspection of workplaces
- powers of workplace inspectors under jurisdictional legislation
- functions and roles of other professionals and experts who may be called in to advise on possible breaches or to act as witnesses
- organisational investigation procedures
- rules of evidence and evidence management

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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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