



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV421A Exercise delegations

Release 3

PSPGOV421A Exercise delegations

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the exercise of delegations in the public sector. It includes confirming the delegation, applying other interacting legislation, policy and guidelines, and exercising delegations.

In practice, exercising delegations may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government processes, gathering and analysing information, using resources, etc.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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| <p>1. Confirm delegation</p> | <p>1.1 Current information relating to <i>enabling legislation, standards, instructions</i> and delegated authority is accessed and used to maintain up-to-date knowledge of requirements.</p> <p>1.2 <i>Delegation</i> provided under legislation and the boundaries of that authority are confirmed.</p> <p>1.3 Rights, responsibilities and accountabilities under the delegation are identified and confirmed.</p> <p>1.4 All levels of authority under the delegation are confirmed with management and staff to ensure referrals as limits of authority are reached.</p> |
| <p>2. Apply other legislation, policies and instructions</p> | <p>2.1 <i>Other legislation, policies or instructions</i> that impact on authority under a delegation are identified and these requirements confirmed.</p> <p>2.2 Apparently conflicting legislative directions are resolved or referred in accordance with organisational policy and procedures.</p> |
| <p>3. Exercise delegations</p> | <p>3.1 Exercise of delegations is consistent with organisational processes and the boundaries and authority contained in legislation, policies and instructions.</p> <p>3.2 Decisions are documented and records kept in accordance with organisational policy and procedures to provide audit information of delegated authority exercised.</p> <p>3.3 Circumstances requiring the exercise of delegations that are outside own limits are identified and approvals are obtained in accordance with organisational policy and procedures.</p> <p>3.4 Risks associated with the exercise of delegations are identified and strategies to manage risks are identified in accordance with the organisation's risk management strategy.</p> |

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- applying legislation, regulations and policies relating to delegations
- using information technology to access relevant legislation and procedures
- reading complex written materials such as legislation, instructions, and standards and applying them to work practices
- scanning techniques to locate main ideas in legislation, policy documents and instructions
- using questioning strategies to clarify understanding
- using communication strategies involving exchanges of often complex oral information
- responding to diversity, including gender and disability
- applying procedures relating to occupational health and safety and environment in the context of exercising delegations

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, regulations, policies, procedures and guidelines relating to delegations
- the range of delegations applicable in the public sector
- instructions and standards relating to delegations
- organisational structure and levels of authority/delegations
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment in the context of delegations

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPFIN401A Use public sector financial processes
 - PSPGOV403B Use resources to achieve work unit goals
 - PSPGOV406B Gather and analyse information
 - PSPGOV422A Apply government processes
 - PSPHR402A Administer human resource processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPPROC405B Dispose of assets
 - PSPPROC406A Procure goods and services

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- exercising delegations in a range of (3 or more) contexts (or occasions, over time).

Resources required to carry out assessment

These resources include:

- legislation, policy, standards, instructions and procedures relating to delegations
- case studies and workplace scenarios to capture the range of situations likely to be encountered when exercising delegations

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when exercising delegations, including coping with difficulties, irregularities and breakdowns in routine
- exercising delegations in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as

literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Enabling legislation</i> may include:	<ul style="list-style-type: none"> • State/Territory and Commonwealth legislation related to: • public sector management, financial management, auditor general • customs and excise, quarantine, fisheries, agriculture, land management, conservation, coastal management, environmental protection, workers' compensation, workplace relations, legal administration, planning, construction, transport, energy, mining, communications, education and children's services, employment, vocational education and training. • audit, equal employment opportunity and anti-discrimination, occupational health and safety, environment
<i>Standards</i> may include:	<ul style="list-style-type: none"> • public sector standards, such as human resource management standards • government security standards • fraud control standards
<i>Instructions</i> may include:	<ul style="list-style-type: none"> • public service Commissioner's instructions • chief executive officer's instructions
<i>Delegations</i> are:	<ul style="list-style-type: none"> • functions or powers (under an act) assigned (by the Minister) to others • made to specified limits • made to persons in specified positions (i.e. made to the position rather than the individual)
<i>Delegations</i> may include:	<ul style="list-style-type: none"> • financial • human resources • purchasing • contracting • industrial relations • licensing • regulatory powers • legislation
<i>Other legislation, policies and instructions</i> may include:	<ul style="list-style-type: none"> • aspects of common law • contract law • administrative law • industrial relations law • financial management acts

	<ul style="list-style-type: none">• public service acts
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Unit Sector(s)

Not applicable.

Competency field

Working in Government.