



Australian Government

PSPLAND307A Assist in processing Aboriginal land claims/applications

Revision Number: 3

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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 assistance in processing claims/applications by Indigenous groups for public land under State legislation. It includes communication with stakeholders and obtaining initial information for the claim/application.

In practice, assistance in processing land claims/applications may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, organising workplace information, working with diversity.

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

- | | |
|--|---|
| <p>1. Communicate with stakeholders</p> | <p>1.1 Investigations are carried out to identify <i>stakeholders</i>.</p> <p>1.2 Stakeholders are referenced in accordance with <i>organisational procedures</i>.</p> <p>1.3 Individual situations/problems are treated with empathy in accordance with organisational policy and procedures.</p> |
| <p>2. Obtain initial information for an Aboriginal land claim/application under State law</p> | <p>2.1 Details of the application are investigated to confirm processing, including identification of the area claimed.</p> <p>2.2 Documents associated with the investigations are gathered and directed, following organisational and <i>best practice requirements</i>.</p> <p>2.3 Organisational records are noted where required.</p> <p>2.4 Endorsement for documentation is obtained from personnel with delegated authority.</p> <p>2.5 Aboriginal land claims/applications are processed in accordance with <i>legislation, policy and procedures</i>.</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:

- determining ownership and tenure
- searching historical records
- reading plans
- generating documentation to organisational standards
- writing reports to organisational standards
- referencing other agencies, organisations or groups
- investigating responses and data from other organisations or groups
- communicating with people of different ages, positions in the organisation, genders, cultures and language backgrounds
- responding to diversity, including gender and disability
- preparing basic diagrams
- interpreting accurately the location of an area of claim from sketches provided by claimant/applicant
- obtaining a copy of a land title
- filing and retrieving records
- retrieving spatial and textual information from electronic information systems
- carrying out a field inspection
- lodging dealings at the land titles office
- applying public sector legislation including occupational health and safety and environment in the context of processing Aboriginal land claims/applications

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation relating to Aboriginal land claims/applications
- organisational policies and procedures relating to Aboriginal land claims/applications
- the likely stakeholders that need to be referenced
- the different types of organisational records that need to be noted or updated and in what circumstances
- Aboriginal culture and customs
- lodgment of dealings with land titles office
- public sector legislation including occupational health and safety, environment, privacy and diversity in the context of Aboriginal land claims/applications processing

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:

- PSPETHC301B Uphold the values and principles of public service
- PSPGOV301B Work effectively in the organisation
- PSPGOV305B Access and use resources and financial systems
- PSPGOV307B Organise workplace information
- PSPGOV308B Work effectively with diversity
- PSPGOV309A Address client needs
- PSPLEGN301B Comply with legislation in the public sector

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
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- assistance in processing Aboriginal land claims/applications in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and guidelines relating to the processing of Aboriginal land claims/applications
- case studies and workplace scenarios to capture the range of situations likely to be encountered when processing Aboriginal land claims/applications

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 processing Aboriginal land claims/applications, including coping with difficulties, irregularities and breakdowns in routine

- assistance in processing Aboriginal land claims/applications 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
- simulation or role plays
- 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.

Stakeholders may include:

- tenure holders (licensees, lessees)
- Aboriginal people with an interest in an area
- local population
- general public
- government organisations
- Local Government councils
- local Aboriginal land council
- rural land protection board
- delegated managers (reserve management bodies)

Organisational procedures may include:

- organisational guidelines
- workplace notices

Best practice requirements may include:

- quality client service
- quality system documentation

Legislation, policy and procedures may include:

- legislation related to public land administration
- public sector legislation such as equal employment opportunity, anti-discrimination, diversity, occupational health and safety
- privacy legislation and freedom of information
- public sector standards
- jurisdictional and organisational code/s of practice and code/s of ethics
- organisational standards
- industry standards

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.