



Australian Government

RIIGOV501D Identify, implement and maintain legal compliance requirements

Release: 2

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Modification History

Not applicable.

Application

This unit describes a participant's skills and knowledge required to identify, implement and maintain legal compliance in the Resources and Infrastructure Industries.

This unit is appropriate for those working in a legal compliance management or supervisory roles.

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

Elements and Performance Criteria

1. Provide information about the scope of compliance procedures	<p>1.1 Access, interpret and apply regulatory and business documentation, and ensure the work activity is compliant</p> <p>1.2 Verbally explain relevant provisions of legislation and code of practice and how they impact on business arrangements</p> <p>1.3 Provide written compliance information to others on the organisation's policies, procedures, programs and business arrangements within the legal compliance context</p> <p>1.4 Evaluate work practices and amend to meet compliance requirements</p> <p>1.5 Maintain the standards of compliance procedures</p> <p>1.6 Clarify actions and the implication of noncompliance to others</p>
2. Implement and monitor management of compliance	<p>2.1 Implement and monitor legal compliance management systems and procedures to maximise compliance opportunities</p> <p>2.2 Search for, identify, review and report on legal compliance requirements regularly</p> <p>2.3 Periodically review resourcing of legal compliance and informing appropriate parties promptly</p> <p>2.4 Ensure everyone has the opportunity to contribute to compliance issues</p> <p>2.5 Ensure information is stored and reviewed appropriately</p>
3. Implement, monitor and prioritise compliance requirements	<p>3.1 Collect and review information on legal compliance and report any existing or potential noncompliance issues</p> <p>3.2 Evaluate and clarify compliance information to all relevant personnel</p> <p>3.3 Identify implications of noncompliance</p> <p>3.4 Group legal compliance requirements into critical, important and incidental classifications</p> <p>3.5 Prioritise appropriate measures and implement to prevent or</p>

	minimise reoccurrence of noncompliance
4. Implement, monitor and document procedures and training for compliance	<p>4.1 Identify, implement, monitor and provide documentation on training needs and workplace procedures to ensure compliance</p> <p>4.2 Monitor and report compliance training measures to relevant personnel</p> <p>4.3 Implement compliance training programs in consultation with relevant personnel</p> <p>4.4 Identify and report in writing inadequacies in existing compliance measures and resource allocation to management</p>

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

No equivalent unit

Links

SkillsDMC RII Companion Volumes - <http://www.skillsdmc.com.au/>