SITXGLC001 Research and comply with regulatory requirements

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to comply with laws and licensing requirements for specific business operations. It requires the ability to access and interpret regulatory information, determine scope of compliance, and develop, implement and continuously review and update policies and practices for business compliance.

The unit applies to regulatory requirements for day-to-day business operations in all tourism, travel, hospitality and event sectors and to special requirements for one-off events.

It applies to senior personnel who operate independently or with limited guidance from others and who are responsible for making a range of operational business and regulatory compliance decisions.

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

Pre-requisite Unit

Nil

Competency Field

Governance and Legal Compliance

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Research information required for legal compliance.	1.1. Identify sources of information for compliance with laws and licensing for business operations.
	1.2. Evaluate areas of business operation and determine scope of compliance requirements.
	1.3. Access regulatory information relevant to specific

business operation.

1.4.Identify risks, penalties and consequences of non-compliance.

1.5.Assess and act on need for specialist legal advice.

2. Develop and communicate policies and procedures for legal compliance.	2.1.Develop and clearly articulate regulatory policies and procedures in a format readily accessible to all personnel.
	2.2.Nominate the roles and responsibilities of personnel for regulatory compliance in policies and procedures.
	2.3.Distribute policies, procedures and legal information to personnel at appropriate times.
	2.4.Organise information updates for personnel to ensure their knowledge of roles and responsibilities for legal compliance.
3. Ensure compliance with legal requirements.	3.1.Communicate with regulatory authorities when planning business operations and submit required documentation.
	3.2.Maintain business and occupational licences and check contractor compliance to avoid risk to business.
	3.3.Continuously evaluate business operations for non-compliance and implement modifications.
4. Maintain personal and organisational knowledge of regulatory requirements.	4.1.Identify and use a range of opportunities to maintain knowledge of current regulatory requirements.
	4.2.Use organisational communication methods to share updated regulatory knowledge.
	4.3.Continuously review and distribute plans, policies and procedures for compliance with current laws and licensing requirements.

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:	• interpret unfamiliar and complex materials describing regulatory requirements
	• research regulatory requirements specifically applicable to the business operation.
Writing skills to:	• write comprehensive yet easily accessible regulatory policies

	and procedures
	• complete complex documentation required by regulatory authorities.
Oral communication skills to:	• consult with regulatory authorities to determine the scope of compliance requirements.
Problem-solving skills to:	• evaluate areas of business operation and determine scope of compliance.
Planning and organising skills to:	• research, establish and regularly monitor all components of a business compliance system.

Unit Mapping Information

SITXGLC501 Research and comply with regulatory requirements

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694