



Australian Government

Department of Education, Employment and Workplace Relations

AHCLPW503A Assess applications for legislative compliance

Release: 1

AHCLPW503A Assess applications for legislative compliance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers assessing applications for legislative compliance and defines the standard required to: review existing data on land use changes according to program guidelines; check title and arrange for physical inspection; collect evidence from the site on potential impacts on species diversity and soil and water quality; record any evidence of issues with cultural values of the site; report recommendations supported by evidence.
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Application of the Unit

Application of the unit	This unit applies to those whose job role includes assessing applications for legislative requirements.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for assessment	1.1.Existing data concerning suitability of application for changes in land use is reviewed and confirmed consistent with legislative requirements. 1.2.Intention to process formal application is communicated following program guidelines. 1.3.Title search completed in line with program standards. 1.4.Specific issues relating to collection of evidence communicated aligning with technical guidelines. 1.5.Timing of inspection and data collection established with client following program policy.
2. Collect site evidence	2.1.Accuracy of site details checked in line with program guidelines. 2.2.Relevant data collected following legislative requirements. 2.3.Potential threats to species diversity are checked in line with procedures according to enterprise guidelines and industry best practice. 2.4.Soil and water impact assessed consistent with proposed land use and industry principles. 2.5.Cultural heritage issues investigated and recorded according to enterprise guidelines and industry best practice.
3. Compile final report	3.1.Detail and accuracy of site data collected checked against assessment criteria. 3.2.Report recommendations supported by evidence following assessment criteria and legislative requirements or procedures according to enterprise guidelines and industry best practice. 3.3.Final report and supporting documentation presented in line with policy guidelines.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

REQUIRED SKILLS AND KNOWLEDGE

- prepare for assessment
- collect site evidence
- compile final report
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- relevant Federal and State legislation and regulations on vegetation clearance
- interpreting aerial photographs, maps and GIS
- communicating with stakeholders
- agency policies and procedures
- formats for compiling reports
- assessment approaches for area of notification.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following: • review existing data on land use changes according to program guidelines • check title and arrange for physical inspection • collect evidence from the site on potential impacts on species diversity and soil and water quality • record any evidence of issues with cultural values of the site • report recommendations supported by evidence.
Context of and specific resources for assessment	Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Legislation may include:	• Federal, State and Territory laws • local government and statutory authority regulations relevant to the area • worksite or job role.

Unit Sector(s)

Unit sector	Lands, parks and wildlife
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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