



Australian Government

Department of Education, Employment and Workplace Relations

AHCLPW504A Review assessments for legislative compliance

Release: 1

AHCLPW504A Review assessments for legislative compliance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers reviewing assessments for legislative compliance and defines the standard required to: compile data and identify specific issues related to the proposed change in land use; check the accuracy of site details, and data on potential threatened species, soil and water impact and cultural heritage issues; submit assessment application and supporting documents; communicate the result and recommendations to the applicant.
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Application of the Unit

Application of the unit	This unit applies to those whose job role includes reviewing assessments for legislative compliance relating to changes in land use.
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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. Validate the process	1.1.Data concerning clearing application is compiled using industry methodology. 1.2. Specific issues relating to proposed land use is investigated and reported according to enterprise guidelines and industry best practice. 1.3.Documentation is presented in accordance with legislative requirements or procedures.
2. Audit the data	2.1.Accuracy of site details documented in line with program guidelines. 2.2.Relevant data are collected following procedures according to enterprise guidelines and industry best practice. 2.3.Potential threatened species recorded in line with legislative requirements. 2.4.Soil and water impact assessed consistent with proposed land use and industry principles. 2.5.Cultural heritage issues investigated and recorded following industry guidelines.
3. Submit assessment application and supporting documents	3.1.Detail and accuracy of site data is 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.
4. Respond to applicant	4.1.Result of assessment communicated to applicant in line with program guidelines. 4.2.Specific recommendations communicated consistent with legislative requirements or procedures according to enterprise guidelines and industry best practice.

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

- validate the process
- audit the data
- submit assessment application and supporting documents
- respond to applicant
- 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 changes in land use
- interpreting aerial photographs, maps and Geographic Information Systems (GIS)
- communicating with stakeholders
- agency review policies and procedures
- formats for compiling reports.

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: • compile data and identify specific issues related to the proposed change in land use • check the accuracy of site details, and data on potential threatened species, soil and water impact and cultural heritage issues • submit assessment application and supporting documents • communicate the result and recommendations to the applicant.
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.	
Legislative compliance relating to changes in land use includes:	• applications for tree clearing • changes in drainage.

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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