



Australian Government

AMPMGT602 Monitor and manage organisational legal responsibilities

Release: 3

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Modification History

Release	Comments
Release 3	This version released with AMP Australian Meat Processing Training Package Version 8.0.
Release 2	This version released with AMP Australian Meat Processing Training Package Version 6.0.
Release 1	This version released with AMP Australian Meat Processing Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to monitor and manage a workplace's legal responsibilities. It also describes the skills and knowledge required to manage risks associated with business operation and the provision of goods and services. It includes working with workplace personnel and monitoring and reviewing systems to achieve compliance and minimise risk.

This unit is appropriate for all managers with responsibility for production, workplace health and safety, human resources, environmental or financial management systems and procurement, sales and marketing functions, in all meat industry sectors.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Management (MGT)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Gather legal information required for business compliance	1.1 Gather and analyse relevant, appropriately sourced legal information 1.2 Seek, analyse and evaluate expert advice 1.3 Clearly explain employer and employee obligations and responsibilities to management
2. Identify legal risks	2.1 Evaluate workplace policies, systems, controls and practices in terms of workplace and legal requirements 2.2 Analyse workplace policies, procedures and systems for compliance with contractual and legal obligations 2.3 Identify key risk areas 2.4 Analyse risk level
3. Ensure workplace compliance with legal requirements	3.1 Analyse current strategies for compliance with legal requirements 3.2 Provide feedback on compliance record to stakeholders 3.3 Develop, implement and communicate strategies to ensure compliance with legal requirements and minimise risk 3.4 Maintain currency of legal information
4. Report workplace compliance	4.1 Maintain and secure records relating to systems, training, communication and non-compliance with legal requirements 4.2 Prepare compliance reports for internal personnel and external authorities as required 4.3 Record and make timely reports on non-compliance incidents to relevant internal personnel and external authorities 4.4 Prepare compliance reports and workplace presentations for external authorities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret detail in legislation, regulations and industry standards
Numeracy	- Use software programs to model outcomes - Recognise trends in graphs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AMPMGT602 Monitor and manage organisational legal responsibilities Release 3	AMPMGT602 Monitor and manage organisational legal responsibilities Release 2	Foundation Skills added Minor changes to unit Application, Performance Evidence and Assessment Conditions	Equivalent

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPMGT602 Monitor and manage organisational legal responsibilities

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has monitored and managed organisational legal responsibilities, for at least one processing site, including:

- analysed and maintained currency of legal information through independent research and/or professional development
- read, analysed and interpreted complex legal information
- interpreted monitoring data and prepared compliance reports
- applied legal concepts, including duty of care, in developing and implementing workplace operations and systems
- applied teamwork strategies to foster stakeholder commitment and compliance with legal requirements
- communicated legal information and requirements to all stakeholders, in a language and style suitable for the purpose and audience
- determined the workplace's level of legal and statutory compliance
- interacted and communicated with external authorities in a professional and open manner
- promptly reported non-compliance to relevant external authorities and workplace personnel
- determined corrective actions appropriate for the circumstances
- presented reports according to legal and workplace requirements
- used assertiveness, persuasion and negotiation as required
- determined the responsibilities and liabilities of managers, directors, owners and employees, and the consequences of non-compliance

- maintained and secured records and record-keeping systems to meet legal or statutory requirements
- prepared briefing information for specialist legal advisors
- identified workplace requirements for specialist legal advice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant workplace health and safety, environmental, biosecurity, animal welfare and workplace requirements
- sources of legal information
- legal concepts, including social justice, tort, negligence, consumer and employment law
- legal requirements concerning food safety
- relevant trade practices requirements.
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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a meat industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to appropriate technology for research and data collection, analysis and reporting
- specifications:
 - access to workplace documents such as policies, procedures, processes, forms
 - access to specific legislation/codes of practice relevant to workplace operations.

Assessment for this unit must include at least three forms of evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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