



Australian Government

BSBCOM405 Promote compliance with legislation

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to promote compliance with domestic and international legislation, both by self and others in the workplace.

It applies to individuals with a broad knowledge of international trade who determine compliance strategies and model and encourage compliance by implementing these strategies.

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

Unit Sector

Regulation, Licensing and Risk – Compliance

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Determine compliance strategies	1.1 Access current information about the range of domestic and international legislation relating to own work 1.2 Clarify compliance requirements to confirm understanding and ensure consistency of interpretation and application 1.3 Obtain advice to assist in applying relevant legislation to own work and identifying compliance requirements 1.4 Access organisation's procedures and practices to facilitate compliance with relevant legislation 1.5 Assess interface with other organisations
2 Model and encourage compliance with	2.1 Apply organisation's procedures and practices to own work practices to meet compliance requirements

ELEMENT	PERFORMANCE CRITERIA
legislative requirements	2.2 Identify areas of uncertainty in own work related to compliance requirements and take action to clarify issues 2.3 Review own work and seek feedback from others to confirm continuing compliance with legislative requirements 2.4 Evaluate own competence and address any identified gaps 2.5 Identify possible implications of non-compliance and use these to guide own work practices 2.6 Raise inadequacies in organisation's procedures and practices which may contribute to non-compliance in accordance with organisational procedures 2.7 Raise inadequacies with outside organisations' procedures and practices which may contribute to non-compliance in accordance with organisational procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	2.2, 2.3, 2.4	- Identifies personal strengths and weaknesses in different contexts and seeks to develop skills and knowledge in areas of need - Actively seeks and acts on feedback from a number of sources
Reading	1.1, 1.4, 2.3, 2.5, 2.6, 2.7	Recognises and evaluates complex texts in a variety of forms to determine key information, specific requirements and responsibilities
Writing	2.3, 2.5, 2.6, 2.7	- Records, collates and compiles information gathered from multiple sources using correct technical language - Develops materials for specific audiences to convey information, requirements and recommendations
Oral Communication	1.2, 1.3, 2.3, 2.6, 2.7	- Discusses compliance issues using structure and language to suit the audience - Uses listening and questioning techniques to confirm understanding of compliance requirements

Navigate the world of work	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.6, 2.7	• Takes personal responsibility for following organisational policies and procedures and keeping up to date with legislative requirements • Formally reflects on performance as an integral part of own development
Interact with others	1.2, 1.3, 2.3, 2.6, 2.7	• Identifies and uses appropriate conventions and protocols when raising issues, and seeking advice or feedback from colleagues and external stakeholders
Get the work done	1.2, 1.5, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7	• Takes responsibility for planning, sequencing and prioritising tasks to achieve efficient and effective outcomes • Evaluates effectiveness of own and organisational systems and processes to inform decisions on how to implement improvements for self and others • Uses the main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBCOM405 Promote compliance with legislation	BSBCOM405A Promote compliance with legislation	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBCOM405 Promote compliance with legislation

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Performance Evidence

Evidence of the ability to:

- identify compliance requirements related to own role
- apply legislative and organisational compliance requirements to own work
- seek advice or feedback from others about own work
- raise non-compliance issues according to organisational procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the legislation related to meeting compliance requirements when completing own work
- list and briefly describe the organisational policies and procedures that assist compliance with relevant legislation
- identify the penalties for non-compliance with legislative requirements.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the compliance field of work and include access to:

- organisational compliance program/management system
- relevant legislation and standards
- office equipment and technology
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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