



Australian Government

PSPGEN113 Exercise delegations

Release: 1

PSPGEN113 Exercise delegations

Modification History

Supersedes and is equivalent to PSPGEN042 Exercise delegations.

Application

This unit describes the performance outcomes, skills and knowledge required to exercise delegations in the public sector.

This unit applies to those working in generalist and specialist roles within the public sector.

Those undertaking this unit work independently, performing complex tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Confirm delegation.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Access and use current information relating to enabling legislation, standards, instructions and delegated authority to maintain up-to-date knowledge of requirements.
- 1.2. Confirm delegation provided under legislation and boundaries of that authority.
- 1.3. Identify and confirm rights, responsibilities and accountabilities under the delegation.
- 1.4. Confirm all levels of authority under the delegation with management and staff to ensure referrals as limits of authority are reached.

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| 2. Apply other legislation, policies and instructions. | 2.1. Identify and confirm other legislation, policies or instructions that impact on authority under a delegation.
2.2. Resolve or refer apparently conflicting legislative directions. |
| 3. Implement delegations. | 3.1. Document decisions and keep records to provide audit information of delegated authority exercised.
3.2. Identify and refer circumstances requiring the exercise of delegations that are outside own limits and obtain approvals.
3.3. Identify risks associated with the exercise of delegations and strategies to manage risks. |

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 complex written materials, including legislation, instructions, and standards.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN042 Exercise delegations.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPGEN113 Exercise delegations

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply legislation, regulations and policies relating to delegations
- use information technology to access relevant legislation and procedures
- use scanning techniques to locate main ideas in legislation, policy documents and instructions
- use questioning strategies to clarify understanding
- use communication strategies involving exchanges of often complex oral information.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- public sector legislation, regulations, policies, procedures and guidelines relating to delegations
- types of delegations in the public sector, including those relating to:
 - finance
 - human resources
 - purchasing
 - contracting
 - licensing
 - regulatory powers
 - legislation
- instructions and standards relating to delegations
- organisational structure and levels of authority and delegations.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- public sector legislation, regulations, policies, procedures and guidelines relating to delegations
- organisational structure and levels of authority and delegations

- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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