



Australian Government

PSPLEG004 Manage compliance with legislation in the public sector

Release: 1

PSPLEG004 Manage compliance with legislation in the public sector

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPLEGN601B Manage compliance with legislation in the public sector. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to manage compliance with public sector legislative requirements. It includes assuring legislative compliance, interpreting legislation and evaluating compliance outcomes.

This unit applies to those working in the management of public sector legislation compliance.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work autonomously with supervisory responsibilities, while performing complex tasks in a range of contexts.

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

Competency Field

Legislation and compliance

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assure legislative compliance	1.1 Use personal conduct to model a to compliance with legislation, policy and guidelines. 1.2 Encourage staff to discuss, clarify and meet legislative requirements. 1.3 Confirm staff understanding of legislation and guidelines and address professional development needs. 1.4 Undertake risk assessment planning relating to legislative compliance to establish the risk of non-compliance and implement mitigation strategies. 1.5 Use workplace occurrences of compliance and non-compliance as learning situations for staff, without compromising privacy and confidentiality considerations.
2. Interpret legislation relating to public sector work	2.1 Maintain knowledge of legislation and related legal opinions to ensure currency. 2.2 Provide substantiated interpretation of legislative requirements within the limits of authority, or refer for advice.
3. Evaluate compliance outcomes	3.1 Conduct analysis of compliance outcomes to provide comprehensive and valid conclusions. 3.2 Use analysis to identify trends, possible reasons and potential mitigation strategies for improving outcomes. 3.3 Confirm and address inadequacies in procedures which allow breaches of legislation to occur. 3.4 Report on compliance with legislative requirements.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPLEGN601B Manage compliance with legislation in the public sector.

Links

Companion Volume implementation guides are found in VETNet -

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

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Assessment Requirements for PSPLEG004 Manage compliance with legislation in the public sector

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- analysing and explaining complex and formal documents
- applying critical analysis to identify political issues
- dealing with people in such areas as conflict resolution, coaching, problem solving
- providing advice and discussion involving exchanges of complex oral and written information
- using mathematical techniques to interpret data and draw conclusions about compliance issues
- using qualitative data and analysis
- preparing written advice and reports requiring precision of expression

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation, regulations, guidelines relating to the public sector, including work health and safety and environment.
- public sector codes of ethics and/or conduct
- government processes
- governance practices

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Assessment methods suitable for valid and reliable assessment of this competency may

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