



Australian Government

PSPLEG005 Comply with legislation in the public sector

Release: 1

PSPLEG005 Comply with legislation in the public sector

Modification History

Supersedes and is equivalent to PSPLEG001 Comply with legislation in the public sector.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, understand and comply with legislative requirements and report non-compliance.

This unit applies to those working in generalist or specialist work roles under supervision while performing routine tasks in familiar 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

Legislation and compliance

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify legislative requirements.

PERFORMANCE CRITERIA

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

- 1.1. Access legislation and guidelines for the public sector workplace.
- 1.2. Identify key requirements of relevant legislation and confirm with senior staff.
- 1.3. Confirm understanding of requirements of legislation and ensure consistency of interpretation and application.
- 1.4. Clarify the way various pieces of legislation are integrated to provide a legislative framework.
- 1.5. Seek advice when conflicting legislative directives are found.

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| 2. Comply with legislative requirements. | 2.1. Carry out work practices in accordance with requirements. |
| | 2.2. Review own conduct and use feedback from others to confirm continuing compliance. |
| 3. Report incidents of non-compliance. | 3.1. Identify possible breaches of legislation and raise with an authorised person or body. |
| | 3.2. Identify and address inadequacies in workplace procedures that contribute to non-compliance in accordance with organisational procedure. |

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

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| Reading skills to: | <ul style="list-style-type: none">locate, access and interpret a variety of simple and complex texts to determine legal requirements of own job. |
| Oral communication skills to: | <ul style="list-style-type: none">ask open and closed questions to gather information and confirm legislation and procedural requirements. |
| Writing skills to: | <ul style="list-style-type: none">complete routine records to refer and report incidents of non-compliance. |
| Technology skills to: | <ul style="list-style-type: none">access legislation, regulations and procedural requirements. |

Unit Mapping Information

Supersedes and is equivalent to PSPLEG001 Comply 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>

Assessment Requirements for PSPLEG005 Comply with legislation in the public sector

Modification History

Supersedes and is equivalent to PSPLEG001 Comply with legislation in the public sector.

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:

- undertake research of a legislative instrument related to the requirements of own role and identify:
 - the legal responsibilities within job role
 - related code of conduct and procedural requirements
 - the compliance requirements related to own role.

Knowledge Evidence

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

- types of legislation, regulations and guidelines applicable to organisation and job role
- organisational procedures and protocols applicable to job role for responding to legislative issues and consequences of non-compliance
- legislated functions and powers of public sector agencies
- public sector ethics and codes of conduct
- principles of equal employment opportunity, equity and inclusion
- self-assessment process as it relates to the review of own conduct.

Assessment Conditions

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

Assessment must ensure access to:

- types of legislation, regulations and guidelines applicable to organisation and job role
- organisational procedures and protocols applicable to job role for responding to legislative issues.

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

Links

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