



**Australian Government**

# **PSPLEG006 Encourage compliance with legislation in the public sector**

**Release: 1**

# **PSPLEG006 Encourage compliance with legislation in the public sector**

## **Modification History**

Supersedes and is equivalent to PSPLEG002 Encourage compliance with legislation in the public sector.

## **Application**

This unit describes the performance outcomes, skills and knowledge required to encourage colleagues in the workplace to comply with legislation.

This unit applies to those working in generalist or specialist work roles where they need to identify, understand and comply with the legislative environment within which they work. Those undertaking this unit may work independently with some supervisory responsibilities while performing complex 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*

### **PERFORMANCE CRITERIA**

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

1. Assist others to comply with legislative requirements.
  - 1.1. Maintain knowledge of legislation and guidelines for the public sector workplace.
  - 1.2. Confirm and communicate the way legislation is integrated to provide a legislative framework and the key requirements of legislation applicable to work.
  - 1.3. Provide a consistent model of compliance with legislative requirements through own work practices.
  - 1.4. Identify and communicate the consequences of non-compliance with public sector legislation.
  - 1.5. Assist others to locate and access information on legislation and guidelines and to identify and obtain advice on conflicting legislative requirements.
2. Act on non-compliance.
  - 2.1. Identify actions that might constitute breaches of legislation and discuss with others.
  - 2.2. Act on possible breaches of legislation in accordance with organisational procedures or refer to an authorised person.
  - 2.3. Report and address inadequacies in workplace procedures which contribute to non-compliance within scope of own work role.

## 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:            | <ul style="list-style-type: none"><li>locate, access and interpret a variety of simple and complex texts to determine legal requirements of the work group.</li></ul> |
| Writing skills to:            | <ul style="list-style-type: none"><li>complete records in required formats to identify and refer compliance issues.</li></ul>                                         |
| Oral communication skills to: | <ul style="list-style-type: none"><li>explain organisational policies and procedures in relation to meaningful actions for the workgroup.</li></ul>                   |
| Teamwork skills to:           | <ul style="list-style-type: none"><li>assist colleagues to access and use organisational guidelines.</li></ul>                                                        |
| Technology skills to:         | <ul style="list-style-type: none"><li>access legislation, regulations and procedural requirements.</li></ul>                                                          |

## Unit Mapping Information

Supersedes and is equivalent to PSPLEG002 Encourage 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>

# **Assessment Requirements for PSPLEG006 Encourage compliance with legislation in the public sector**

## **Modification History**

Supersedes and is equivalent to PSPLEG002 Encourage compliance 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:

- access and interpret complex and formal documents
- administer legislative requirements
- exercise discretion consistent with legislative and procedural requirements when addressing a non-compliance issue
- communicate with others involving exchanges of complex oral and written information.

## **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 work group
- public sector codes of ethics and conduct
- organisational procedures and protocols applicable to job role for responding to legislative issues and consequences of non-compliance
- procedures for acting on and reporting possible breaches of legislation.

## **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 requirements.

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

## **Links**

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