



Australian Government

PSPLEG007 Promote compliance with legislation in the public sector

Release: 1

PSPLEG007 Promote compliance with legislation in the public sector

Modification History

Supersedes and is equivalent to PSPLEG003 Promote compliance with legislation in the public sector.

Application

This unit describes the performance outcomes, skills and knowledge required to promote compliance with legislation in the public sector.

This unit applies to those with responsibility for encouraging and assisting others to comply with public sector guidelines and procedures. Those undertaking this unit generally work independently and have supervisory responsibilities. They perform 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. Encourage compliance with legislative requirements.
 - 1.1. Use personal work practices to provide a model of compliance with public sector legislation and guidelines.
 - 1.2. Respond to staff enquiries about the legislative requirements of the workplace, providing current and accurate information.
 - 1.3. Explain to staff the consequences of non-compliance with legislation.
 - 1.4. Use compliance strategies to encourage compliance with legislation, policies and guidelines.
2. Monitor compliance with legislative requirements.
 - 2.1. Monitor compliance with legislative requirements and resolve or refer issues.
 - 2.2. Raise and address inadequacies in workplace procedures which contribute to non-compliance in accordance with organisational procedures.
 - 2.3. Report on compliance with legislative requirements in accordance with organisational requirements.

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:	access and interpret a variety of complex texts to determine legal requirements of the work group.
Writing skills to:	document factual reports.
Initiative and enterprise skills to:	- solve routine non-compliance issues that occur in the workplace - recognise and refer non-compliance issues outside own level of responsibility.
Technology skills to:	access legislation, regulations and procedural requirements.

Unit Mapping Information

Supersedes and is equivalent to PSPLEG003 Promote 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 PSPLEG007 Promote compliance with legislation in the public sector

Modification History

Supersedes and is equivalent to PSPLEG003 Promote 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:

- explain complex and formal documents, including legislation and codes of ethics, and how they apply to work practices
- 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
- government processes and practices relating to compliance with legislation
- 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 issues.

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

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