



Australian Government

PSPLEG008 Manage compliance with legislation in the public sector

Release: 1

PSPLEG008 Manage compliance with legislation in the public sector

Modification History

Supersedes and is equivalent to PSPLEG004 Manage compliance with legislation in the public sector.

Application

This unit describes the performance outcomes, skills and knowledge required to manage compliance with public sector legislative requirements.

This unit applies to those working in the management of public sector legislation compliance. Those undertaking this unit work autonomously and have supervisory responsibilities. They perform complex tasks in a range of 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.

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|--|---|
| 1. Assure legislative compliance. | <ul style="list-style-type: none">1.1. Use personal conduct to model 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 for legislative compliance to establish risk of non-compliance and implement mitigation strategies.1.5. Use workplace examples of compliance and non-compliance as learning situations for staff, without compromising privacy and confidentiality considerations. |
| 2. Interpret legislation impacting public sector work. | <ul style="list-style-type: none">2.1. Maintain knowledge of legislation and related legal opinions.2.2. Provide substantiated interpretation of legislative requirements within the limits of authority or refer for advice. |
| 3. Evaluate compliance outcomes. | <ul style="list-style-type: none">3.1. Conduct analysis of compliance outcomes that support 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 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:	- analyse a variety of complex texts to determine legal requirements of work groups - interpret and explain complex formal documents.
Writing skills to:	prepare written advice and reports requiring precision of expression.

- Oral communication skills to:
- use communication strategies to address compliance issues with others in the workplace including coaching and conflict resolution.
- Numeracy skills to:
- interpret data and draw conclusions about compliance issues.
- Problem solving skills to:
- use qualitative data and analysis to implement changes to improve compliance outcomes
 - address differences in interpretation of compliance requirements.

Unit Mapping Information

Supersedes and is equivalent to PSPLEG004 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>

Assessment Requirements for PSPLEG008 Manage compliance with legislation in the public sector

Modification History

Supersedes and is equivalent to PSPLEG004 Manage 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:

- analyse and explain complex and formal documents related to compliance with legislation
- prepare a report on compliance with legislative requirements in accordance with organisational requirements.

Knowledge Evidence

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

- legislation, regulations, guidelines relating to the public sector
- public sector codes of ethics and conduct
- compliance issues in a government context, including:
 - application of government processes
 - application of governance practices
 - identifying potential political issues
- evidence-based decision-making processes
- risk assessment planning.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, regulations, guidelines relating to the public sector
- public sector codes of ethics and conduct
- resources and equipment of the working environment.

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

Links

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