



**Australian Government**

# **PSPREG001 Carry out inspections and monitoring under guidance**

**Release: 1**

# PSPREG001 Carry out inspections and monitoring under guidance

## Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPREG201A Carry out inspections and monitoring under guidance.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

## Application

This unit describes the skills required to carry out inspections and monitoring activities in accordance with relevant legislation and regulations, working under guidance. It includes confirming and preparing for inspections and monitoring activities, carrying out inspections and monitoring activities, acting on routine non compliance and providing reports.

This unit applies to those working in public sector roles conducting regulatory activities.

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 in a team under guidance, performing routine tasks in a range of mostly familiar contexts.

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

## Competency Field

Regulatory

## 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>1. Confirm and prepare for inspections and monitoring activities</b> | 1.1 Clarify and confirm tasks with other staff members.<br>1.2 Confirm procedures, timeframes, resources and equipment requirements.<br>1.3 Confirm legislative requirements, risk management practices and workplace health and safety requirements with senior staff.<br>1.4 Identify communication strategies and development opportunities to make clients aware of their obligations under relevant legislation with assistance from other staff members.<br>1.5 Obtain and prepare resources and/or equipment.                                                                                                                                                                      |
| <b>2. Carry out inspections and monitoring activities</b>               | 2.1 Implement risk management strategies as required in accordance with set procedures and timelines.<br>2.2 Use and maintain resources and/or equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3. Act on routine non compliance</b>                                 | 3.1 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach.<br>3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach.<br>3.3 Seek guidance to interpret legislation and regulations, and report contraventions accompanied by recommended action.<br>3.4 Refer serious or complex situations for advice or resolution.<br>3.5 Seek assistance to determine the elements of offences to be prosecuted under relevant legislation, and collect and provide information and evidence.<br>3.6 Fulfil court attendance and conduct requirements as required. |
| <b>4. Provide reports</b>                                               | 4.1 Maintain records.<br>4.2 Provide reports promptly that meet organisational requirements for format and content.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## 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 PSPREG201A Carry out inspections and monitoring under guidance.

## 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 PSPREG001 Carry out inspections and monitoring under guidance

## Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none"><li>• Assessment Requirements created drawing upon specified assessment information from superseded unit</li></ul> |

## 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.

- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- writing reports using standard formats
- operating workplace equipment

## 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.

- public sector legislation, including WHS, environment, privacy
- organisational policy and procedures
- inspection/examination procedures
- monitoring procedures
- elements of an offence
- responses to routine non-compliance
- risk management practices
- workplace and industry environment

## 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.

## Links

Companion Volume implementation guides are found in VETNet -

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