



Australian Government

PSPREG001 Carry out inspections and monitoring under guidance

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG201A Carry out inspections and monitoring under guidance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

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