



Australian Government

PSPREG002 Undertake routine inspections and monitoring

Release: 1

PSPREG002 Undertake routine inspections and monitoring

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 PSPREG301A Undertake routine inspections and monitoring. • 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 conduct generally routine inspections and monitoring in accordance with relevant Acts and regulations. Typically work will be under routine guidance with responsibility for assigned duties. It includes organising inspections and monitoring activities, undertaking routine inspections and monitoring activities, acting on non-compliance and providing reports and information.

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 under supervision, 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 the	Performance criteria describe the performance needed to demonstrate

essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Organise inspection and monitoring duties	1.1 Identify activities and responsibilities. 1.2 Identify procedures, timeframes, resources and equipment requirements. 1.3 Obtain and prepare resources and/or equipment. 1.4 Identify legislative requirements, risk management practices and workplace health and safety requirements. 1.5 Identify and tailor communication strategies and development opportunities to clients' needs, to make them aware of their obligations under relevant legislation. 1.6 Maintain and update procedural and information guides as required.
2. Undertake routine inspections and monitoring	2.1 Implement risk management practices as required in accordance with set procedures and timelines. 2.2 Use and maintain resources and/or equipment. 2.3 Communicate with other officers, clients and the public in line with organisational protocols and diversity principles.
3. Act on non-compliance	3.1 Provide information and/or education to achieve client compliance in accordance with client needs 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 Identify compliance requirements of legislation and regulations and report contraventions and recommended action. 3.4 Refer serious or complex situations for advice or resolution. 3.5 Identify the elements of each offence to be prosecuted under relevant legislation and collect and provide information and/or evidence in accordance rules of evidence. 3.6 Fulfil court attendance and conduct requirements as required.
4. Provide reports and information	4.1 Maintain records and provide reports. 4.2 Interpret inspection documentation against relevant legislation and provide information on policies, procedures and guidelines. 4.3 Provide on the job coaching in inspection and monitoring.

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 PSPREG301A Undertake routine inspections and monitoring.

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 PSPREG002 Undertake routine inspections and monitoring

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

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

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
- enabling legislation
- elements of an offence
- responses to non-compliance
- 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.

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