



Australian Government

PSPREG022 Supervise and carry out complex inspections and monitoring

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 PSPREG503A Supervise and carry out complex inspections and monitoring. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to supervise and undertake complex inspections and monitoring under enabling Acts and regulations. It includes planning and coordinating inspection and monitoring programs, supervising and carrying out complex inspections.

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 autonomously, while supervising others, performing complex tasks in a range of familiar and unfamiliar 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 achievement of the element. Where bold italicised text is used,

essential outcomes	further information is detailed in the range of conditions section.
1. Plan and coordinate inspection and monitoring programs	1.1 Identify outputs and performance indicators for defined area of responsibility and assign inspection and monitoring activities and responsibilities. 1.2 Determine procedures, timeframes, resources and equipment requirements for defined area of responsibility. 1.3 Make required resources and/or equipment available and supervise the access and/or preparation of these. 1.4 Interpret legislation and regulations and provide input into technical protocols and operational procedures as required. 1.5 Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff as required.
2. Supervise and carry out complex inspections and monitoring	2.1 Provide leadership to deliver agreed outputs. 2.2 Plan and supervise inspections and monitoring activities and monitor program performance, resources and expenditure. 2.3 Plan, implement and coordinate compliance programs as required in accordance with set procedures and timelines. 2.4 Conduct assessments and performance management of inspection and monitoring staff. 2.5 Carry out complex inspections and monitoring under general direction and deal with contingencies. 2.6 Apply legislative requirements, risk management practices, workplace health and safety and environmental requirements.
3. Act on non-compliance relating to complex inspections and monitoring	3.1 Provide advice on serious or complex matters referred by others, or resolve situations. 3.2 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach. 3.3 Take further action as a result of the failure to achieve compliance in line with the seriousness of the possible breach. 3.4 Report contraventions of relevant legislation and make recommendations for prosecutions. 3.5 Fulfil court attendance and conduct requirements when required.
4. Provide reports, information and training	4.1 Maintain records and prepare correspondence, submissions and reports. 4.2 Interpret legislation and regulations and provide information and advice on policies, procedures, guidelines, technical and operational matters. 4.3 Supervise and provide on-the-job inspection and/or monitoring training.

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 PSPREG503A Supervise and carry out complex 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 PSPREG022 Supervise and carry out complex 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.

- demonstrating leadership and team management in the context of inspection and monitoring
- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- writing correspondence, submissions and reports, requiring discretion to determine appropriate content and style
- dealing with referrals from other staff on matters that are more difficult, or of potential interest to external parties including the media, public and political parties
- using computers for word processing and manipulation and analysis of statistical data
- 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 and privacy relating to inspections and monitoring
- organisational policy and procedures
- inspection procedures
- monitoring procedures
- relevant responses to complex or serious non compliance
- enabling legislation

- elements of an offence
- 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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