



Australian Government

PSPREG029 Manage and lead inspection and monitoring programs

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 PSPREG603A Manage and lead inspection and monitoring programs. • 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 manage and lead inspection and monitoring activities in accordance with relevant Acts and regulations. It includes determining inspection and monitoring program requirements, managing and leading inspection and monitoring programs and managing reporting systems, information and training.

This unit applies to those working in regulatory roles within the public sector involving inspection and monitoring.

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, 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 essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Determine inspection and monitoring program requirements	1.1 Determine outputs and performance indicators for programs, and inspection and monitoring responsibilities. 1.2 Determine strategic, operational, technical, financial and administrative requirements. 1.3 Undertake operational and procedural assessments for quality improvement. 1.4 Interpret legislation and regulations and make recommendations on related policies and procedures. 1.5 Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff in accordance with their needs.
2. Manage and lead inspection and monitoring programs	2.1 Provide leadership and assist individuals to deliver agreed outputs. 2.2 Manage inspection and monitoring programs and supervise program performance, resources and expenditure. 2.3 Develop policy and procedures for dealing with non-compliance through information, development or extension activities and prosecution. 2.4 Manage compliance programs as required in accordance with set procedures and timelines. 2.5 Manage implementation of the performance management system for inspection and monitoring staff. 2.6 Enforce legislative requirements, risk management practices, workplace health and safety and environmental procedures.
3. Manage reporting systems, information and training	3.1 Manage records management and reporting systems in accordance with performance indicators. 3.2 Prepare high-level correspondence and advice, submissions and reports. 3.3 Prepare evidence for legal action under relevant legislation. 3.4 Monitor inspection and monitoring training and develop and implement initiatives to improve staff performance.

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 PSPREG603A Manage and lead inspection and monitoring programs.

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 PSPREG029 Manage and lead inspection and monitoring programs

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 performance management in the context of inspection and monitoring
- undertaking risk management and problem-solving
- communicating with a diverse range of clients and staff
- writing reports, submissions and Ministerial correspondence, requiring discretion and judgment to determine content and style audience approach
- dealing with referrals from other staff on matters that are more difficult, or of potential interest to external parties including the media, public or political parties
- using computers for word processing and records management

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.

- interpretation, application, evaluation and review of enabling legislation and regulations
- performance and procedural assessment strategies
- performance indicators
- organisational policy and procedures
- inspection procedures
- monitoring procedures
- responses to complex/serious non compliance
- elements of an offence

- rules of evidence
- workplace and industry environment
- public sector legislation, including WHS, environment, privacy

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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