



**Australian Government**

# **PSPREG031 Carry out inspections and monitoring under guidance**

**Release: 1**

# **PSPREG031 Carry out inspections and monitoring under guidance**

## **Modification History**

Supersedes and is not equivalent to PSPREG001 Carry out inspections and monitoring under guidance.

## **Application**

This unit describes the performance outcomes, skills and knowledge required to carry out inspection and monitoring activities in accordance with relevant legislation and regulations.

This unit applies to those working in roles conducting regulatory activities under the guidance of others.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

## **Pre-requisite Unit**

Nil

## **Competency Field**

Regulatory

## **Elements and Performance Criteria**

### **ELEMENTS**

*Elements describe the essential outcomes*

### **PERFORMANCE CRITERIA**

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

- |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Confirm and prepare for inspections and monitoring activities. | 1.1. Clarify and confirm tasks from work instructions.<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.<br>1.4. Identify communication strategies and develop opportunities to make representatives of the regulated entity aware of their obligations under relevant legislation.<br>1.5. Obtain and prepare resources and equipment.                                                                                                                                                                                                                                      |
| 2. Carry out inspections and monitoring activities.               | 2.1. Implement risk management strategies in accordance with organisational policies and procedures.<br>2.2. Use and maintain resources and equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. Act on routine non-compliance.                                 | 3.1. Provide information to achieve regulated entity compliance in line with the seriousness of the possible breach.<br>3.2. Take further action 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 to supervisor 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 in accordance with organisational guidelines. |
| 4. Provide reports.                                               | 4.1. Maintain accurate records.<br>4.2. Provide reports that meet organisational requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

### SKILLS

### DESCRIPTION

Oral communication skills • communicate with a diverse range of clients and staff.

to:

## Unit Mapping Information

Supersedes and is not equivalent to PSPREG001 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>

# Assessment Requirements for PSPREG031 Carry out inspections and monitoring under guidance

## Modification History

Supersedes and is not equivalent to PSPREG001 Carry out inspections and monitoring under guidance.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on two occasions:

- assist with an inspection or observation:
  - provide analysis of findings
  - identify any non-compliance and recommend actions
  - write a report using standard formats
  - apply work health and safety procedures for operating equipment required during inspection.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation and regulation that applies to routine inspections and monitoring in own job role
- organisational policies, procedures and protocols for routine inspections and monitoring
- inspection and examination procedures
- monitoring procedures
- elements of an offence
- responses to routine non-compliance
- risk management practices
- court attendance requirements
- workplace and industry environment relevant to own job role.

## Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation and regulation that applies to inspections and monitoring
- organisational policies, procedures and protocols for inspection and monitoring
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>