



Australian Government

PSPREG032 Undertake routine inspections and monitoring

Release: 1

PSPREG032 Undertake routine inspections and monitoring

Modification History

Supersedes and is not equivalent to PSPREG002 Undertake routine inspections and monitoring.

Application

This unit describes the performance outcomes, skills and knowledge required to conduct routine inspections and monitoring in accordance with relevant legislation and regulations.

This unit applies to those working in roles conducting regulatory activities, working under guidance with responsibility for assigned duties. They perform routine tasks in a range of mostly familiar contexts.

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. Organise inspection and monitoring duties.
 - 1.1. Identify activities and responsibilities from work information.
 - 1.2. Identify procedures, timeframes, resources and equipment requirements.
 - 1.3. Obtain and prepare resources and equipment.
 - 1.4. Identify legislative requirements, risk management practices and workplace health and safety requirements.
 - 1.5. Identify and tailor communication strategies and develop opportunities to make representatives of the regulated entity 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 in accordance with set procedures and timelines.
 - 2.2. Use and maintain resources and equipment.
 - 2.3. Communicate with other officers, representatives of the regulated entity and the public in line with organisational protocols.
3. Act on non-compliance.
 - 3.1. Provide information or education to achieve regulated entity compliance in accordance with the seriousness of the possible breach.
 - 3.2. Take further action on failure to achieve compliance.
 - 3.3. Identify compliance requirements of legislation and regulations, report contraventions and recommended action.
 - 3.4. Refer serious or complex situations to supervisor for advice or resolution.
 - 3.5. Identify elements of each offence to be prosecuted under relevant legislation and collect and provide information or evidence in accordance with rules of evidence.
 - 3.6. Fulfil court attendance and conduct requirements in accordance with organisational guidelines.
4. Provide reports and information.
 - 4.1. Maintain accurate records.
 - 4.2. Provide reports that meet organisational requirements.
 - 4.3. Interpret inspection documentation against relevant legislation and provide information on policies, procedures and guidelines.

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 to:	• communicate with a diverse range of clients and staff.
Initiative and enterprise skills to:	• apply work health and safety procedures to operate workplace equipment and vehicles.

Unit Mapping Information

Supersedes and is not equivalent to PSPREG002 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>

Assessment Requirements for PSPREG032 Undertake routine inspections and monitoring

Modification History

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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:

- undertake one field orientation
- conduct two regulatory inspections, and for each inspection:
 - write a report using standard formats
 - provide analysis of findings
 - identify any non-compliance and recommended action
 - identify any offence that requires prosecution
 - store documents and records in accordance with organisational procedures.

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 in own job role
- organisational policies, procedures and protocols
- inspection and examination procedures
- monitoring procedures
- enabling legislation
- elements of an offence
- responses to non-compliance
- 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 regulations relating to routine inspections
- organisational policies, procedures and protocols for inspection and monitoring
- workplace equipment and vehicles.

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

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