



Australian Government

PSPREG040 Undertake inspections and monitoring

Release: 1

PSPREG040 Undertake inspections and monitoring

Modification History

Supersedes and is not equivalent to PSPREG013 Undertake inspections and monitoring.

Application

This unit describes the performance outcomes, skills and knowledge required to undertake both routine and non-routine inspections and monitoring of a complex or detailed nature, with discretion to determine appropriate action in accordance with relevant acts and regulations.

This unit applies to those working in roles conducting regulatory activities. Those undertaking this unit work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar 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. Plan and organise inspection and monitoring activities.
 - 1.1. Confirm outputs and determine inspection and monitoring activities and responsibilities.
 - 1.2. Determine procedures, timeframes, resources and equipment requirements for self and others.
 - 1.3. Obtain and prepare resources and equipment.
 - 1.4. Determine legislative requirements, risk management practices and work health and safety requirements.
 - 1.5. Identify and adjust communication strategies and develop opportunities to make representative(s) of the regulated entity aware of their obligations under relevant legislation.
 - 1.6. Review and update procedural and information guides as required.
2. Undertake inspections and monitoring.
 - 2.1. Carry out inspections and monitoring activities under general direction.
 - 2.2. Develop and implement risk management strategies in accordance with set procedures and timelines.
 - 2.3. Use and maintain resources and equipment.
 - 2.4. Provide operational and technical advice to subordinate officers.
3. Act on non-compliance.
 - 3.1. Provide information and education to achieve regulated entity compliance 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 recommend action.
 - 3.4. Refer serious or complex situations to line supervisor for advice or resolution.
 - 3.5. Identify the elements of each offence to be prosecuted under relevant legislation and collect and provide information and evidence in accordance with rules of evidence.
 - 3.6. Fulfil court attendance and conduct requirements in accordance with organisational guidelines.
4. Provide reports, information and training.
 - 4.1. Maintain accurate records.
 - 4.2. Provide reports that meet organisational requirements.
 - 4.3. Interpret requirements of relevant legislation and provide information and advice on technical and operational matters.
 - 4.4. Provide on-the-job inspection and monitoring training in accordance with 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 to:	• communicate with a diverse range of clients and staff.
Technology skills to:	• use computers for word processing and manipulation of statistical data.

Unit Mapping Information

Supersedes and is not equivalent to PSPREG013 Undertake 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 PSPREG040 Undertake inspections and monitoring

Modification History

Supersedes and is not equivalent to PSPREG013 Undertake inspections and monitoring.

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 two regulatory inspections, and for each of the inspections:
 - confirm regulatory activities and responsibilities
 - identify any non-compliance and recommended action
 - identify any offence that requires prosecution
 - write report using standard formats.

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 and non-routine inspections in area of jurisdiction
- enabling legislation
- organisational policies and procedures for routine and non-routine inspections including:
 - inspection procedures
 - monitoring procedures
- elements of an offence
- responses to non-compliance
- workplace and industry environments.

Assessment Conditions

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

Assessment must ensure access to:

- legislation and regulation that applies to routine and non-routine inspections in area of jurisdiction
- organisational policies and procedures for routine and non-routine inspections
- resources and equipment of the working environment.

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

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