



Australian Government

PSPREG045 Supervise and carry out complex inspections and monitoring

Release: 1

PSPREG045 Supervise and carry out complex inspections and monitoring

Modification History

Supersedes and is not equivalent to PSPREG022 Supervise and carry out complex inspections and monitoring.

Application

This unit describes the performance outcomes, skills and knowledge required to supervise and undertake complex inspections and monitoring under enabling Acts and regulations.

This unit applies to those working in public sector roles conducting regulatory activities. Those undertaking this unit work autonomously, while supervising others, 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 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 available and supervise their access and preparation.
 - 1.4. Interpret legislation and regulations and provide input into technical protocols and operational procedures.
 - 1.5. Interpret and explain risk management practices, workplace health and safety and environmental requirements to staff.
2. Supervise and conduct 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 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 implement 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.
 - 3.2. Provide information and education to achieve regulated entity 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 requirements.
4. Provide reports, information and training.
 - 4.1. Maintain accurate records and prepare correspondence, submissions and reports that meet organisational requirements.
 - 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 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
Writing skills to:	• prepare advice and reports requiring precision of expression.
Initiative and enterprise skills to:	• demonstrate leadership and team management in the context of inspection and monitoring.
Technology skills to:	• use computers for word processing and manipulation and analysis of statistical data • operate workplace equipment.

Unit Mapping Information

Supersedes and is not equivalent to PSPREG022 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>

Assessment Requirements for PSPREG045 Supervise and carry out complex inspections and monitoring

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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:

- supervise and conduct two actual or simulated complex inspections, and for each of the inspections:
 - plan, coordinate and participate in monitoring activities
 - prepare correspondence, submissions and reports, and recommended actions resulting from inspections.
- address two referrals from other staff on matters that are more serious, unfamiliar, or of potential interest to external parties including the media, public and political parties.

Knowledge Evidence

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

- legislation and regulations that applies to inspections and monitoring in area of jurisdiction
- enabling legislation
- organisational policies and procedures, including:
 - inspection procedures
 - monitoring procedures
 - program performance indicators
 - staff performance
- types of compliance programs including
 - risk management practices
 - reporting requirements
- responses to complex or serious non-compliance in area of jurisdiction
- elements of an offence
- workplace and industry environment.

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

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

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