



Australian Government

PSPREG047 Manage regulatory compliance

Release: 1

PSPREG047 Manage regulatory compliance

Modification History

Supersedes and is not equivalent to PSPREG027 Manage regulatory compliance.

Application

This unit describes the performance outcomes, skills and knowledge required to manage regulatory compliance.

This unit applies to those working in management roles with responsibility for regulatory officers who enforce and promote compliance with legislation. Those undertaking this unit work autonomously, performing complex tasks in a range of 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

1. Interpret and advise on enabling and related legislation.

PERFORMANCE CRITERIA

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

- 1.1. Resolve or refer non-routine or complex matters related to enabling and related legislation.
- 1.2. Provide advice to representatives of regulated entities and staff that is prompt, consistent and constructive, and within level of authority.
- 1.3. Seek feedback on regulated entities' level of understanding and provide additional information or explanation to clarify issues.
- 1.4. Monitor staff understanding of legislation and procedures and address professional development needs.

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| 2. Develop and implement compliance strategies. | 2.1. Identify and implement strategies and measures to influence long term voluntary compliance to suit the audience and context.
2.2. Provide information that is current and promotes the benefits of compliance to clients.
2.3. Adjust information and strategies in response to feedback gathered from stakeholders. |
| 3. Provide strategic advice on compliance matters. | 3.1. Confirm regulated entity or government information requirements.
3.2. Provide advice based on current information and the needs of regulated entity.
3.3. Present information in accordance with organisational guidelines.
3.4. Seek feedback on how well the advice and information suits its purpose and the audience and use to recommend further action. |

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 written reports requiring formal structure and language.
Oral communication skills to:	• provide advice to diverse audiences requiring adaptation of style and language • use active listening and questioning to confirm understanding.

Unit Mapping Information

Supersedes and is not equivalent to PSPREG027 Manage regulatory compliance.

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 PSPREG047 Manage regulatory compliance

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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 planning and information analysis of two complex regulatory matters
- engage in mentoring and coaching
- conduct an information session on current requirements of a regulated entity for area of jurisdiction of job role.

Knowledge Evidence

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

- enabling and related legislation and regulations relevant to area of jurisdiction
- aspects of common law
- strategic management of regulatory compliance
- strategies to influence and measure voluntary compliance
- organisational policies, procedures and guidelines for regulatory compliance.

Assessment Conditions

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

Assessment must ensure access to:

- enabling and related legislation and regulations relevant to area of jurisdiction
- organisational policies, procedures and guidelines for regulatory compliance.

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

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