



Australian Government

PSPWPI012 Investigate complex issues

Release: 1

PSPWPI012 Investigate complex issues

Modification History

Supersedes and is equivalent to PSPWPI005 Investigate complex issues.

Application

This unit describes the performance outcomes, skills and knowledge required to research, plan and conduct investigations of work health and safety issues, which may be complex and have the potential to attract a high level of community interest.

This unit applies to those working independently as workplace inspectors conducting investigations into possible breaches of a range of workplace health and safety legislation, which has the potential to attract a high level of community interest. Those undertaking this unit work independently, 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

Workplace inspection

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Research scope of investigation.

PERFORMANCE CRITERIA

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

- 1.2. Conduct research on industry or issue to determine initial degree of complexity of the investigation.
- 1.3. Identify inter-organisation relationships to determine jurisdiction.
- 1.4. Determine scope of investigation in accordance with research data and ensure that investigation planning and implementation are congruent with this scope.

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| 2. Determine investigation issues. | 2.1. Identify major investigation issues and stakeholders.
2.2. Identify barriers to investigation and implement solutions.
2.3. Determine potential for external interest or involvement and deal with it. |
| 3. Plan and conduct investigation. | 3.1. Determine steps required to conduct investigation.
3.2. Identify and obtain resources required.
3.3. Establish investigation timeframe and conduct investigation. |
| 4. Analyse information gathered during investigation. | 4.1. Analyse information to identify relevant issues, inter-relationships, trends and potential impact on stakeholders and on similar industries.
4.2. Determine and document findings of the analysis. |
| 5. Compile report. | 5.1. Report results on analysis of information.
5.2. Use findings from analysis to provide advice or develop policies or solutions which meet client needs or organisation 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
Reading skills to:	interpret complex written information.
Numeracy skills to:	- determine time frames and resources in planning and scheduling complex investigations - interpret and analyse data to provide and substantiate advice and solutions.
Problem-solving skills to:	analyse information to identify issues and resolutions.
Planning and organising skills to:	systematically gather and analyse all relevant information to formulate and evaluate possible solutions to difficulties.

Unit Mapping Information

Supersedes and is equivalent to PSPWPI005 Investigate complex issues.

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 PSPWPI012 Investigate complex issues

Modification History

Supersedes and is equivalent to PSPWPI005 Investigate complex issues.

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 at least one occasion:
 - conduct investigations relating to legislative compliance
 - provide justification for scope and congruency decisions, and estimate impact on similar industries
 - use communication, including conflict resolution
 - adapt to changing circumstances and make decisions
- investigate complex issues in three or more contexts or on three or more occasions.

Knowledge Evidence

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

- principal legislation applicable to inspector powers
- performance standards in the legislation
- impact of hazards on persons
- industry practices
- jurisdictional policies and procedures for compliance activities and reporting
- principles of WHS and risk management, including hierarchy of controls
- technical features associated with hazards and potential risks as these relate to jurisdictional issues
- investigation methodology, techniques and management tools
- basic aspects of the Australian legal system
- aspects of civil, criminal, administrative law and jurisdictions
- powers and restrictions to investigate
- rules of evidence and types of evidence
- reporting procedures which provide a written or electronic audit trail
- confidentiality and privacy issues
- storage of evidence.

Assessment Conditions

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

Assessment must ensure access to:

- principal legislation applicable to inspector powers
- jurisdictional policies and procedures relating to compliance activities and reporting
- resources and equipment of the working environment.

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

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