



Australian Government

PSPLAND508A Coordinate Aboriginal land claims/applications

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the competency to coordinate Aboriginal land claims by recording and distributing information, reviewing submissions, preparing ministerial submissions and recommendations, and issuing post determination instructions.

In practice, coordination of Aboriginal land claims/applications may overlap with other generalist or specialist public sector work activities such as working ethically, complying with legislation, coordinating and using resources.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency.

Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Record and distribute information	1.1 <i>Records and reference material</i> are updated and maintained. 1.2 <i>Documents and information associated with an Aboriginal land claim</i> are gathered and directed following <i>organisational procedures</i> and <i>best practice requirements</i>.
2. Review claim submissions	2.1 Claim submission submitted is checked for completeness. 2.2 The material contained in the submission is investigated to ensure its technical content is correct. 2.3 The claim is reviewed to ensure current legislation and policies relating to claims have been fully considered. 2.4 Evidence interpretation is reviewed to ensure it complies with legislative requirements. 2.5 A check is made to ensure any legal precedent relating to the claim has been identified and considered. 2.6 Submissions requiring further information or amendments are returned with an explanatory note clearly outlining the additional requirements.
3. Prepare ministerial correspondence	3.1 Claim details and documented evidence are provided in <i>ministerial documents</i> that are clear, concise and technically correct . 3.2 Recommendations are based on evidence provided and legislative requirements. 3.3 Minister's draft response is prepared in accordance with organisational guidelines. 3.4 Documentation is signed by personnel with delegated authority and directed to the appropriate person/s.
4. Issue post determination instructions	4.1 <i>Post determination instructions</i> based on the review of the claim are ascertained. 4.2 Actions required to effect a successful claim are documented and directed to the appropriate personnel, following organisational practices and procedures.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- interpreting legislation, regulations, policies and practices relating to public land management
- maintaining claims register
- preparing ministerial submissions and briefs
- authorising surveys
- providing advice on procedural matters
- examining submissions from regions
- interpreting aerial photographs
- liaising with Aboriginal land councils
- utilising mapping systems
- exercising judgment
- making decisions
- accessing computer information systems
- archiving and maintaining reference material
- assessing responses of stakeholders
- reviewing and updating procedures
- responding to diversity, including gender and disability
- applying public sector legislation including occupational health and safety and environment in the context of public land management

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation and regulations relating to public land administration, native title, land management and development
- Aboriginal land claim records that are kept and updated
- processes and protocols for submissions to the Minister
- organisational delegations
- public sector legislation including occupational health and safety and environment in the context of public land tenure management

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC501B Promote the values and ethos of public service
 - PSPGOV503B Coordinate resource allocation and usage
 - PSPGOV504B Undertake research and analysis
 - PSPGOV505A Promote diversity
 - PSPGOV507A Undertake negotiations
 - PSPGOV513A Refine complex workplace documents
 - PSPLEGN501B Promote compliance with legislation in the public sector

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- coordination of Aboriginal land claims/applications in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, policy, procedures and protocols relating to coordination of Aboriginal land claims/applications
- case studies and workplace scenarios to capture the range of situations likely to be encountered when coordinating Aboriginal land claims/applications

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when coordinating Aboriginal land claims/applications, including coping with difficulties,

irregularities and breakdowns in routine

- coordination of Aboriginal land claims/applications in a range of (3 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Records and reference material may be:

- titles
- plans
- claims register

Documents and information associated with an Aboriginal claim may be:

- title searches
- plan searches
- land tenure and ownership

Organisational procedures may be:

- regulatory requirements
- industry practices
- manual or electronic applications

Best practice requirements may include:

- quality client service
- quality system documentation

Ministerial documents may be:

- submissions to Minister for approval/rejection
- ministerial briefing notes
- advice to Minister

Post determination instructions may be:

- issue of a survey instruction
- presentation of titles to successful claimants
- issue notice for non-successful claims
- recording determinations

Unit Sector(s)

Not applicable.

Competency field

Public Land Administration.