



Australian Government

Department of Education, Employment and Workplace Relations

PSPREG201A Carry out inspections and monitoring under guidance

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 requirements to carry out inspections and monitoring activities in accordance with relevant legislation and regulations, working under guidance. It includes confirming and preparing for inspections and monitoring activities, carrying out inspections and monitoring activities, acting on routine non-compliance and providing reports.

In practice, carrying out inspections and monitoring under guidance may overlap with other public sector work activities such as handling workplace information, communicating, using technology, working in a public sector environment, working safely, etc.

This unit is one of five units in the *Regulatory* Competency field that deal with inspection and monitoring. Related units are:

- PSPREG301A Undertake routine inspections and monitoring
- PSPREG413A Undertake inspections and monitoring
- PSPREG503A Supervise and carry out complex inspections and monitoring
- PSPREG603A Manage and lead inspection

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

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. Confirm and prepare for inspections and monitoring activities	1.1 Tasks are clarified and confirmed with other staff members in accordance with organisational requirements. 1.2 Procedures, timeframes, resources and equipment requirements are confirmed in accordance with organisational and task requirements. 1.3 Legislative requirements, risk management practices and occupational health and safety requirements are confirmed with senior staff. 1.4 Communication strategies and development opportunities to make clients aware of their obligations under relevant legislation are identified with assistance from other staff members. 1.5 Resources/equipment are obtained and prepared in accordance with organisational and task requirements.
2. Carry out inspections and monitoring activities	2.1 Inspections and monitoring activities are carried out under guidance in accordance with organisational and legislative requirements, including occupational health and safety. 2.2 Risk management strategies are implemented as required in accordance with set procedures and timelines. 2.3 Resources/equipment are used and maintained in accordance with organisational and task requirements.
3. Act on routine non-compliance	3.1 Information/education is provided to achieve client compliance in accordance with organisational guidelines and legislative requirements relating to the seriousness of the possible breach. 3.2 Further action as a result of failure to achieve compliance is taken in accordance with organisational guidelines and legislative requirements relating to the seriousness of the possible breach. 3.3 Guidance is obtained to interpret legislation/regulations, and contraventions accompanied by recommended action are reported in accordance with organisational policy and procedures. 3.4 Serious or complex situations are referred for advice or resolution in accordance with organisational policy and procedures. 3.5 Assistance is obtained to determine the elements of offences to be prosecuted under relevant legislation, and information/evidence is collected and provided in accordance with legislation, procedures and rules of evidence. 3.6 When required, court attendance and conduct requirements are fulfilled in compliance with organisational guidelines.
4. Provide reports	4.1 Records are maintained in accordance with organisational requirements.

ELEMENT**PERFORMANCE CRITERIA**

4.2 Reports are provided in a timely manner and meet organisational requirements for format and content.

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:

- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- responding to diversity, including gender and disability
- writing reports using standard formats
- using computers for word processing and recording of statistical data
- operating workplace equipment
- applying public sector legislation such as occupational health and safety and environment in the context of inspection and monitoring

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- enabling legislation and other public sector legislation including occupational health and safety, environment, privacy
- organisational policy and procedures
- inspection/examination procedures
- monitoring procedures
- elements of an offence
- responses to routine non-compliance
- risk management practices
- equity and diversity principles
- workplace and industry environment

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:
 - PSPGOV201B Work in a public sector environment
 - PSPGOV202B Use routine workplace communication techniques
 - PSPGOV203B Deliver a service to clients
 - PSPGOV204B Access and use resources
 - PSPGOV206B Handle workplace information
 - PSPGOV207B Use technology in the workplace
 - PSPGOV208A Write routine workplace materials
 - PSPOHS201B Follow workplace safety procedures

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)
- inspections and monitoring undertaken under guidance 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 inspection and monitoring
- case studies and workplace scenarios to capture the range of inspection and monitoring situations likely to be encountered

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 carrying out inspections and monitoring, including coping with difficulties, irregularities

and breakdowns in routine

- inspections and monitoring undertaken under guidance 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
- demonstration
- observation
- 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.

Tasks may include:

- inspections/examinations
- monitoring
- surveillance
- basic audit activities
- other compliance assurance activities

Other staff members may include:

- supervisors
- senior policy officers
- senior inspectors
- line managers
- project managers
- program managers
- inspection specialists

Procedures may include:

- observation procedures
- recording, such as surveillance forms, databases
- handling procedures
- sampling procedures
- rejection procedures
- storage procedures
- disinfection procedures
- treatment procedures
- work instructions
- organisational guidelines and code of conduct
- incident reporting procedures
- safety procedures
- emergency procedures
- evacuation procedures

Legislation may include:

- Commonwealth legislation and regulations, for example:
- Commonwealth Quarantine Act 1908, proclamations and regulations
- Crimes Act 1914 and Criminal Code Act 1995
- Customs Act 1901 and regulations
- Wildlife Protection Act 1982

- Export Control Act 1982
- Imported Foods Act 1996
- Occupational Health and Safety Act 1988
- State/Territory and Local Government legislation and regulations, such as those relating to:
 - agriculture
 - horticulture
 - conservation and land management
 - fisheries
 - environmental protection
 - building
 - water
 - emergencies
 - international legislation/codes of behaviour

Resources and**equipment** may include:

- inspection equipment
- maps, plans
- satellite imagery
- aerial photographs
- survey plans
- spatial data and information
- cameras
- personal protective equipment - respirators, gloves, overalls, boots, hearing protection, goggles, masks etc
- test kit equipment
- recording equipment
- measuring equipment
- storage equipment/facilities
- entry authority/warrant
- Global Positioning System (GPS) equipment
- compass
- communication equipment
- computers
- vehicles - 2 or 4 wheel drive

Inspections and**monitoring** may relate to:

- aircraft
- airfreight
- animal products
- animals
- cargo
- cereals
- collection of biological specimens
- disposal of organic waste
- fresh produce
- goods
- land condition, such as:
- topography
- salinity
- erosion
- weed infestation
- vermin infestation
- fire hazard
- over grazing
- land improvements, such as:
- fences

- buildings
- sporting or playground equipment
- irrigation infrastructure
- sewerage infrastructure
- waterfront occupations
- community structures
- land usage
- leases and other tenures, to ensure compliance with conditions
- licence/permit compliance (e.g. vegetation clearing)
- live fish
- livestock
- mail
- mineral samples
- passenger baggage
- people
- pests
- plant products
- plants
- premises
- properties
- reserves and their use/s
- survey activities to maintain readiness for district emergency plans
- vector monitoring
- vessels

Risk management***strategies*** may include:

- monitoring
- treatment
- containment
- control
- eradication
- destruction
- biosecurity strategies

Action on non-***compliance*** may include:

- advice
- warning
- formal notification of intent
- infringement notices
- on-the-spot fines
- court prosecution

Collection of evidence

may include:

- observation
- interviewing
- seizure
- sampling
- specimen collection
- recording
- photographing
- diagrammatic evidence
- notes
- maintenance of case files
- determination of land ownership

Records may include:

- notes
- case files
- statistics
- forms (application forms, disease notification forms, etc)
- notices (seizure notice, infringement notice, etc)
- invoices
- receipts
- commercial documentation such as bills of lading, airway bills

Unit Sector(s)

Not applicable.

Competency field

Regulatory.