



Australian Government

Department of Education, Employment and Workplace Relations

PSPREG301A Undertake routine inspections and monitoring

Revision Number: 3

PSPREG301A Undertake routine inspections and monitoring

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 conduct generally routine inspections and monitoring in accordance with relevant Acts and regulations. Typically work will be under routine guidance with responsibility for assigned duties. It includes organising inspections and monitoring activities, undertaking routine inspections and monitoring activities, acting on non-compliance and providing reports and information.

In practice, undertaking routine inspections and monitoring may overlap with other generalist or specialist public sector work activities such as organising workplace information, acting ethically, complying with public sector legislation, using resources, working with diversity, working safely, etc.

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

- PSPREG201A Carry out inspections and monitoring under guidance
- PSPREG413A Undertake inspections and monitoring
- PSPREG503A Supervise and carry out complex inspections and monitoring
- PSPREG603A Manage and lead inspections

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. Organise inspection and monitoring duties	1.1 Activities and responsibilities are identified in accordance with organisational requirements. 1.2 Procedures, timeframes, resources and equipment requirements are identified in accordance with organisational and task requirements. 1.3 Resources/equipment are obtained and prepared in accordance with organisational and task requirements. 1.4 Legislative requirements, risk management practices and occupational health and safety requirements are identified. 1.5 Communication strategies and development opportunities are identified and tailored to clients' needs, to make them aware of their obligations under relevant legislation, in accordance with organisational policy and procedures. 1.6 Procedural and information guides are maintained and updated as required.
2. Undertake routine inspections and monitoring	2.1 Inspections and monitoring activities are carried out under routine guidance in accordance with organisational and legislative requirements, including occupational health and safety. 2.2 Risk management practices 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. 2.4 Communication is undertaken with other officers, clients and the public in line with organisational protocols and diversity principles.
3. Act on non-compliance	3.1 Information/education is provided to achieve client compliance in accordance with client needs, 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 Compliance requirements of legislation/regulations are identified, and contraventions and 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 The elements of each offence to be prosecuted under relevant legislation are identified, and information/evidence is collected and provided in accordance with legislation, procedures and

ELEMENT**PERFORMANCE CRITERIA**

rules of evidence.

3.6 When required, court attendance and conduct requirements are fulfilled in compliance with organisational guidelines.

4. Provide reports and information

4.1 **Records** are maintained and reports provided in accordance with organisational requirements.

4.2 Inspection documentation is interpreted against relevant legislation and information is provided on policies, procedures and guidelines in accordance with organisational requirements.

4.3 On-the-job coaching is provided in inspection and monitoring in accordance with organisational requirements.

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 field orientation
- 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 and vehicles
- 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:

- public sector legislation including occupational health and safety, environment, privacy etc
- organisational policy and procedures
- inspection/examination procedures
- monitoring procedures
- enabling legislation
- elements of an offence
- responses to non-compliance
- 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:
 - PSPETHC301B Uphold the values and principles of public service
 - PSPLEGN301B Comply with legislation in the public sector
 - PSPGOV301B Work effectively in the organisation
 - PSPGOV302B Contribute to workgroup activities
 - PSPGOV305B Access and use resources and financial systems
 - PSPGOV307B Organise workplace information
 - PSPGOV308B Work effectively with diversity
 - PSPGOV312A Use workplace communication strategies
 - PSPGOV314A Contribute to conflict management
 - PSPOHS301A Contribute to workplace safety

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)
- full responsibility for assigned duties when undertaking routine inspections and monitoring 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
- access to workplace equipment and vehicles
- case studies and workplace scenarios to capture the range of routine 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 routine inspections and monitoring, including coping with difficulties, irregularities and breakdowns in routine
- full responsibility for assigned duties when undertaking routine inspections and monitoring 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
- 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.

Activities may include:

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

Procedures may include:

- observation
- handling procedures
- sampling procedures
- rejection procedures
- storage procedures
- disinfection/disinsection procedures
- treatment procedures
- organisational guidelines and code of conduct
- incident reporting procedures
- safety procedures
- emergency procedures
- evacuation procedures

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

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

Inspections and monitoring activities 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

Routine guidance may include:

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

Risk management practices may include

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

Communication may include

- advice provided in regard to operational experience to a subordinate officer

Action may include:

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

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.