



Australian Government

Department of Education, Employment and Workplace Relations

PSPREG503A Supervise and carry out complex inspections and monitoring

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor, application of unit, evidence guide and range statement edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to supervise and undertake complex inspections and monitoring under enabling Acts and regulations.

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

Application of the Unit

This unit applies to individuals in a range of regulatory work environments who typically work at an experienced, unsupervised level to carry out more complex inspections and monitoring with responsibility in a defined area that includes supervising other inspection and monitoring staff.

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

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|--|--|
| 1. Plan and coordinate inspection and monitoring programs | <ul style="list-style-type: none">1.1 Outputs and performance indicators for defined area of responsibility are identified and inspection and monitoring activities and responsibilities are assigned in accordance with organisational requirements.1.2 Procedures, timeframes, resources and equipment requirements for defined area of responsibility are determined in accordance with organisational and task requirements.1.3 Required resources/equipment are made available and the access/preparation of these is supervised in accordance with organisational and task requirements.1.4 Legislation and regulations are interpreted and input is provided into technical protocols and operational procedures as required.1.5 Risk management practices, occupational health and safety and environmental requirements are interpreted and explained to staff as required. |
| 2. Supervise and carry out complex inspections and monitoring | <ul style="list-style-type: none">2.1 Leadership is provided to deliver agreed outputs in accordance with the organisation's business requirements.2.2 Inspections and monitoring activities are planned and supervised, and program performance, resources and expenditure are monitored in accordance with organisational requirements .2.3 Compliance programs are planned, implemented and coordinated as required in accordance with set procedures and timelines.2.4 Assessments and performance management of inspection/monitoring staff are conducted in accordance with organisational policies and procedures.2.5 Complex inspections and monitoring are carried out under general direction and contingencies are dealt with in accordance with organisational policies and procedures.2.6 Legislative requirements, risk management practices, occupational health and safety and environmental requirements are applied in accordance with organisational requirements. |
| 3. Act on non-compliance relating to complex inspections and monitoring | <ul style="list-style-type: none">3.1 Advice is provided on serious or complex matters referred by others, or situations resolved in accordance with organisational policy and procedures.3.2 Information/education is provided to achieve client compliance in accordance with organisational guidelines and legislative requirements relating to the seriousness of the possible breach.3.3 Further action is taken as a result of the failure to achieve compliance, in accordance with organisational guidelines and legislative requirements relating to the seriousness of the possible breach.3.4 Contraventions of relevant legislation are reported and |

ELEMENT**PERFORMANCE CRITERIA****4 Provide reports, information and training**

- recommendations for prosecutions are made in accordance with organisational policy and procedures.
- 3.5 When required, court attendance and conduct requirements are fulfilled in compliance with organisational guidelines.
- 4.1 **Records** are maintained and correspondence, submissions and reports are prepared in accordance with organisational requirements.
- 4.2 Legislation and regulations are interpreted and information and advice are provided on policies, procedures, guidelines, technical and operational matters.
- 4.3 On-the-job inspection/monitoring training is supervised and provided 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:

- demonstrating leadership and team management in the context of inspection and monitoring
- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- writing correspondence, submissions and reports, requiring discretion to determine appropriate content and style
- dealing with referrals from other staff on matters that are more difficult, or of potential interest to external parties such as the media, public, political parties etc
- using computers for word processing and manipulation of statistical data
- operating workplace equipment
- responding to diversity, including gender and disability
- applying public sector legislation such as occupational health and safety and environment in the context of complex 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 procedures
- monitoring procedures
- relevant responses to complex/serious non-compliance
- enabling legislation
- elements of an offence
- 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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms consistency of performance in supervising and carrying out complex inspections and monitoring. This will include evidence of: • supervising and carrying out at least three actual or simulated complex inspections and monitoring activities, on three separate occasions or for three different situations/contexts. • adhering to legal, ethical and organisational requirements relating to inspection and monitoring.
Context of and specific resources for assessment	Assessment must ensure access to a real or simulated workplace environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered while , including coping with difficulties, irregularities and breakdowns in routine. Access is required to resources such as: • applicable legislation, policies and procedures • case studies and workplace scenarios to capture the range of requirements for situations likely to be encountered • vehicles, equipment and materials generally present in an operational environment • personal protective equipment.
Method of assessment	Assessment methods suitable for valid and reliable assessment of this unit of competency may include, but are not limited to, a combination of 2 or more of: • case studies • demonstration • observation • written or oral questions • scenarios • simulation or role plays • authenticated evidence from the workplace and/or training courses
Guidance information for assessment	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

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
- focused and benchmark audit activities
- remote monitoring
- other compliance assurance activities

Procedures may include:

- observation
- handling procedures
- sampling procedures
- rejection procedures
- storage procedures
- disinfection 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

Compliance programs may include:

- audit
- monitoring
- treatment
- containment
- control
- eradication
- destruction

Non-compliance may include:

- both routine and non-routine matters of a more complex or detailed nature, with discretion to determine appropriate action
- referrals from other staff of matters that are more difficult, or of potential interest to external parties such as the media, public, political parties etc

Action may include:

- advice
- warning
- formal notification of intent
- infringement notices
- improvement notices
- supervisory orders
- prohibition notices
- on-the-spot fines
- court prosecution

Records may include:

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

Unit Sector(s)

Not applicable.

Competency field

Regulatory.