



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPREG603A Manage and lead inspection and monitoring programs**

**Release 3**

## PSPREG603A Manage and lead inspection and monitoring programs

### 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 manage and lead inspection and monitoring activities in accordance with relevant Acts and regulations.

Typically work is at an experienced, self-directed level with responsibility for outputs and quality improvement. It includes determining inspection and monitoring program requirements, managing and leading inspection and monitoring programs, and managing reporting systems, information and training.

In practice, managing and leading inspection and monitoring programs may overlap with other generalist or specialist public sector workplace activities such as managing compliance with legislation, managing diversity, managing risk, networking, implementing policy, managing client service, managing resources, 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

PSPREG301A Undertake routine inspections and monitoring

PSPREG413A Undertake inspections and monitoring

PSPREG503A Supervise and carry out complex 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

- |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. Determine inspection and monitoring program requirements</b></p> | <p>1.1 Outputs and performance indicators for programs, and <b>inspection and monitoring</b> responsibilities are determined in accordance with organisational requirements.</p> <p>1.2 Strategic, operational, technical, financial and administrative requirements are determined in accordance with organisational and task requirements.</p> <p>1.3 Operational and procedural assessments are undertaken in accordance with organisational policy and procedures and recommendations are made for quality improvement.</p> <p>1.4 <b>Legislation</b> and regulations are interpreted and recommendations are made on related policies and procedures.</p> <p>1.5 Risk management practices, occupational health and safety and environmental requirements are interpreted and explained to staff in accordance with their needs.</p>                                                                                                                                                                                         |
| <p><b>2. Manage and lead inspection and monitoring programs</b></p>       | <p>2.1 Leadership is provided and <b>individuals</b> are assisted to deliver agreed outputs in accordance with the organisation's business requirements.</p> <p>2.2 <b>Inspection and monitoring</b> programs are managed and program performance, resources and expenditure are supervised in accordance with organisational requirements.</p> <p>2.3 Policy and procedures are developed for dealing with non-compliance through information, development/extension activities and prosecution in accordance with organisational requirements.</p> <p>2.4 <b>Compliance programs</b> are managed as required in accordance with set procedures and timelines.</p> <p>2.5 Implementation of the performance management system for inspection/monitoring staff is managed in accordance with organisational policies and procedures.</p> <p>2.6 Legislative requirements, risk management practices, occupational health and safety and environmental procedures are enforced in accordance with organisational requirements.</p> |
| <p><b>3. Manage reporting systems, information and training</b></p>       | <p>3.1 <b>Records</b> management and reporting systems are managed in accordance with organisational policy and performance indicators.</p> <p>3.2 <b>High-level correspondence and advice</b>, submissions and reports are prepared in accordance with organisational requirements.</p> <p>3.3 Evidence is prepared in accordance with organisational policy and procedures for legal action under relevant legislation.</p> <p>3.4 Inspection/monitoring training is monitored and initiatives to improve staff performance are developed and implemented in accordance with organisational requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |

## 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 performance management in the context of inspection and monitoring
- undertaking risk management and problem solving
- communicating with a diverse range of clients and staff
- responding to diversity, including gender and disability
- writing reports, submissions and Ministerial correspondence, requiring discretion and judgment to determine content and style audience approach
- 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 records management
- 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:

- interpretation, application, evaluation and review of enabling legislation and regulations
- performance and procedural assessment strategies
- performance indicators
- organisational policy and procedures
- inspection procedures
- monitoring procedures
- responses to complex/serious non-compliance
- elements of an offence
- rules of evidence
- equity and diversity principles
- workplace and industry environment
- public sector legislation including occupational health and safety, environment, privacy etc

## 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:
  - PSPETHC601B Maintain and enhance confidence in public service
  - PSPLEGN601B Manage compliance with legislation in the public sector
  - PSPGOV602B Establish and maintain strategic networks
  - PSPMNGT602B Manage resources
  - PSPMNGT605B Manage diversity
  - PSPMNGT606B Manage quality client service
  - PSPMNGT608B Manage risk
  - PSPPOL603A Manage policy implementation
  - PSPREG601B Manage regulatory compliance
  - PSPREG602B Evaluate regulatory compliance

### 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)
- performance at an experienced, self-directed level in managing and leading inspection and monitoring programs undertaken 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 situations likely to be encountered when managing and leading inspection and monitoring programs

**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 managing and leading inspection and monitoring programs, including coping with difficulties, irregularities and breakdowns in routine
- performance at an experienced, self-directed level in managing and leading inspection and monitoring programs undertaken 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
- 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.

***Inspection and monitoring***

may include:

- inspections/examinations
- monitoring
- surveillance
- audits
- remote monitoring
- other compliance assurance activities

***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

***Individuals*** may include:

- inspection/monitoring staff
- other supervised staff
- contract workers
- consultants
- service providers
- super-ordinates

- clients
- members of the industry
- members of the public
- personnel from other government departments

***Inspection 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
- Records*** may include:
- notes
  - case files
  - statistics
  - forms (application forms, disease notification forms)
  - notices (seizure notice, infringement notice)
  - invoices
  - receipts
- High-level correspondence and advice*** may include:
- input to policy reviews
  - input to legislation/regulations
  - support to senior management
  - Ministerials

## Unit Sector(s)

Not applicable.

## Competency field

Regulatory.