



Australian Government

Department of Education, Employment and Workplace Relations

PSPWPI502B Facilitate improvement in workplace legislative performance

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 facilitate the introduction, management and evaluation of change in the work environment to improve workplace occupational health and safety and/or workers compensation and/or injury management and/or workplace relations. It includes facilitating the development and implementation of workplace improvement strategies, and reviewing the effectiveness of workplace improvements.

In practice, facilitating improvement in workplace legislative performance may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, developing client service, providing leadership, undertaking research, conducting evaluations.

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. Facilitate the development of workplace improvement strategies	1.1 <i>Stakeholders</i> are identified and consulted when facilitating workplace improvements. 1.2 <i>Future trends</i> and <i>stakeholder needs</i> are identified consistent with the organisation's priorities. 1.3 <i>Processes</i> for improving <i>workplace legislative compliance</i> are facilitated in collaboration with stakeholders.
2. Facilitate implementation of workplace improvements	2.1 Advice is provided to stakeholders on the requirements for effective workplace improvements in line with organisational policy and procedures. 2.2 Guidance and support are provided to assist implementation of workplace improvements in accordance with organisational policy and procedures.
3. Review effectiveness of workplace improvements	3.1 The <i>mechanisms</i> for monitoring workplace improvements are evaluated with stakeholders. 3.2 The outcomes of monitoring and evaluation are communicated to internal and/or external stakeholders. 3.3 Impact of workplace improvement strategies on stakeholders is monitored and evaluated and results are reflected in future improvement activities.

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:

- applying risk management principles
- undertaking research and analysis
- communicating and influencing in order to facilitate change in the workplace
- coaching
- problem solving
- responding to diversity, including gender and disability
- reading and explaining complex and formal documents, such as legislation and their application to clients' situations
- providing advice and participating in discussions involving complex exchanges of oral information

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- occupational health and safety and/or workers compensation and/or injury management and/or workplace relations legislation, policies and requirements
- risk management principles
- change management processes

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
 - PSPGOV502B Develop client services
 - PSPGOV504B Undertake research and analysis
 - PSPGOV507A Undertake negotiations
 - PSPGOV508A Manage conflict
 - PSPGOV509A Conduct evaluations
 - PSPGOV511A Provide leadership
 - PSPGOV512A Use complex workplace communication strategies
 - PSPGOV514A Facilitate change
 - PSPGOV516A Develop and use emotional intelligence
 - PSPGOV517A Coordinate risk management
 - PSPGOV518A Benchmark performance
 - PSPWPI501B Evaluate workplace legislative 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)
- facilitation of improvement in workplace legislative performance 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 workplace legislative performance

Where and how to assess evidence

- case studies and workplace scenarios to capture the range of situations likely to be encountered when facilitating improvement in workplace legislative performance

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 facilitating improvement in workplace legislative performance, including coping with difficulties, irregularities and breakdowns in routine
- facilitation of improvement in workplace legislative performance 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.

<i>Stakeholders</i> may include:	• external: • employers • employees • government • contractors • manufacturers • installers, suppliers and designers, importers • erectors • owner/occupiers, employer associations • employee associations • person in control of site • community • insurers • internal: • managers • specialist staff • supervisors • other inspectors/officers • support staff
<i>Future trends</i> may be influenced by:	• implementation of new work practices • government initiatives • budgetary reform • organisational restructure • technology transfer to the workplace • emerging issues • research and development changes • legislative changes, staffing changes • review of workplace performance relating to occupational health and safety and/or workers compensation and/or injury management and/or workplace relations • changes in the workplace
<i>Stakeholder needs</i> may include:	• management of specific workplace risks • meeting business goals and objectives

	• compliance with legislative requirements
<i>Processes for improvement</i> may include:	• education and information • enforcement • advice • encouragement and support • practicable solutions
<i>Workplace legislative compliance</i> may include:	• occupational health and safety and/or workers compensation and/or injury management and/or workplace relations performance
<i>Mechanisms for monitoring workplace improvements</i> may include:	• performance indicators • productivity effectiveness measures • follow-up visits • level of compliance with notices • government statistics • perception standards • industry feedback • progress reports

Unit Sector(s)

Not applicable.

Competency field

Workplace Inspection.