



Australian Government

Department of Education, Employment and Workplace Relations

PSPWPI601B Improve compliance through industry partnerships

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 establish and maintain effective industry partnerships to improve workplace occupational health and safety and/or workers compensation and/or injury management and/or workplace relations performance, achieve legislative compliance and educate and assist stakeholders to improve workplaces. It includes identifying industry partners, undertaking partnership activities, and monitoring and reviewing partnering activities.

In practice, improving compliance through industry partnerships may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity.

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. Identify industry partners	1.1 Options for industry partnerships are evaluated in terms of likely effectiveness, and <i>potential partners</i> are determined in accordance with organisational policy and procedures. 1.2 Communication is established with partner/s to explore viability of partnership. 1.3 Nature and duration of partnership is negotiated and established. 1.4 Respective <i>roles and activities of partnership</i> are defined and agreed upon within organisational guidelines.
2. Undertake partnership activities	2.1 Plan for cooperative partnering is developed and agreed. 2.2 Options and specific proposals for improving performance in workplace legislative compliance are developed and incorporated. 2.3 Options/proposals are implemented in accordance with partnering plan and organisational guidelines.
3. Monitor and review partnering activities	3.1 Effectiveness of partnering activities is evaluated. 3.2 Evaluation results are used to modify outcomes of joint activities. 3.3 Value and effectiveness and outcomes of partnering arrangements are communicated to <i>internal</i> and <i>external clients</i>.

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 legislative requirements and organisational policies and procedures in all investigations
- applying risk management principles
- using a range of communication methods and strategies, including negotiation, dealing with conflicting information
- applying observation and analysis
- engaging in team work
- planning and organising
- interviewing and questioning
- recording statements

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- risk management principles
- powers of inspectors under jurisdictional legislation
- functions and roles of other professionals and experts
- legislative requirements
- organisational investigations procedures

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
 - PSPGOV602B Establish and maintain strategic networks
 - PSPGOV604A Foster leadership and innovation
 - PSPGOV605A Persuade and influence opinion
 - PSPMNGT604B Manage change
 - PSPMNGT608B Manage risk
 - PSPMNGT609B Formulate business strategies
 - PSPMNGT613A Develop partnering arrangements
 - PSPWPI604B Represent and promote the organisation

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)
- development of industry partnerships to improve compliance 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 compliance
- case studies and workplace scenarios to capture the range of situations likely to be encountered when improving compliance through industry partnerships

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 improving compliance through industry partnerships, including coping with difficulties, irregularities and breakdowns in routine

- development of industry partnerships to improve compliance 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
- projects
- 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.

Potential partners may include:

- industry reference groups
- industry peak bodies and associations
- employer groups and associations
- employee groups and associations
- other government organisations
- individual organisations
- community groups
- individual workplaces

Roles and activities of partnership may include:

- enforcement activities
- establishment and implementation of occupational health and safety and/or workers compensation and/or injury management and/or workplace relations policy and procedures
- safety management systems
- case management
- auditing
- education/training
- promotion/marketing
- awareness raising
- joint targeted compliance campaigns
- development of codes of practice

Options and specific proposals for improving workplace legislative compliance may include:

- industry codes or practice
- agreed industry strategies
- guidance materials
- task force
- memoranda of understanding
- joint learning/training initiatives
- community partnerships

Workplace legislative compliance may include:

- occupational health and safety and/or workers compensation and/or injury management and/or workplace relations

Internal clients may include:

- team members
- industry teams

External clients may include:

- management
- executive management
- industry reference groups
- advisory council
- occupational health and safety council
- the organisation's board
- organisation staff
- commission
- Minister
- employer groups
- employee groups
- peak industry bodies
- other government organisations
- members of parliament
- community
- media
- insurers
- self-insurers
- rehabilitation providers
- labour relations bodies

Unit Sector(s)

Not applicable.

Competency field

Workplace Inspection.