Modification history

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| Release | Comments |
| Release 2 | This version released with AMP Australian Meat Processing Training Package Version 5.0. |
| Release 1 | This version released with AMP Australian Meat Processing Training Package Version 1.0. |

| AMPMGT602 | Monitor and manage organisational legal responsibilities |
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| Application | This unit describes the skills and knowledge required to monitor and manage an enterprise's legal responsibilities. It also describes the skills and knowledge required to manage risks associated with business operation and the provision of goods and services. It includes working with enterprise personnel and monitoring and reviewing systems to achieve compliance and minimise risk.  This unit is appropriate for all managers with responsibility for production, workplace health and safety, human resources, environmental or financial management systems and procurement, sales and marketing functions, in all meat industry sectors.  This unit must be delivered using Australian meat industry standards and regulations.  No licensing, legislative or certification requirements are known to apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector |  |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Gather legal information required for business compliance | 1.1 Gather and analyse relevant, appropriately sourced legal information  1.2 Seek, analyse and evaluate expert advice  1.3 Clearly explain employer and employee obligations and responsibilities to management |
| 2. Identify legal risks | 2.1 Evaluate workplace policies, systems, controls and practices in terms of enterprise and legal requirements  2.2 Analyse workplace policies, procedures and systems for compliance with contractual and legal obligations  2.3 Identify key risk areas  2.4 Analyse risk level |
| 3. Ensure enterprise compliance with legal requirements | 3.1 Analyse current strategies for compliance with legal requirements  3.2 Provide feedback on compliance record to stakeholders  3.3 Develop, implement and communicate strategies to ensure compliance with legal requirements and minimise risk  3.4 Maintain currency of legal information |
| 4. Report enterprise compliance | 4.1 Maintain and secure records relating to systems, training, communication and non-compliance with legal requirements  4.2 Prepare compliance reports for internal personnel and external authorities as required  4.3 Record and make timely reports on non-compliance incidents to relevant internal personnel and external authorities  4.4 Prepare compliance reports and enterprise presentations for external authorities |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.  Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency. | |
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| Skill | Description |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
|  | AMPMGT602 Monitor and manage organisational legal responsibilities  Release 1 |  |  |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7> |

| TITLE | Assessment requirements for AMPMGT602 Monitor and manage organisational legal responsibilities |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has on at least one occasion:   * analysed and maintained currency of legal information through independent research and/or professional development * read, analysed and interpreted complex legal information * interpreted monitoring data and prepare compliance reports * applied legal concepts, including duty of care, in developing and implementing enterprise operations and systems * applied teamwork strategies to foster stakeholder commitment and compliance with legal requirements * communicated legal information and requirements to all stakeholders, in a language and style suitable for the purpose and audience * determined the enterprise's level of legal and statutory compliance * interacted and communicate with external authorities in a professional and open manner * promptly reported non-compliance to relevant external authorities and enterprise personnel * determined corrective actions appropriate for the circumstances * presented reports according to legal and enterprise requirements * used assertiveness, persuasion and negotiation as required * determined the responsibilities and liabilities of managers, directors, owners and employees and the consequences of non-compliance * maintained and secure records and record keeping systems to meet legal or statutory requirements * prepared briefing information for specialist legal advisors * identified enterprise requirements for specialist legal advice. | |

| Knowledge Evidence |
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| * An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:relevant workplace health and safety, environmental, biosecurity, animal welfare and workplace requirements * sources of legal information * legal concepts including social justice, tort, negligence, consumer and employment law * legal requirements concerning food safety * relevant trade practices requirements. |

| Assessment Conditions |
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| Assessment of the skills in this unit of competency must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a meat industry enterprise or an environment that accurately represents workplace conditions * skills must be demonstrated at an appropriate level of responsibility and authority * typical operating and production conditions for the enterprise * specifications: * access to workplace documents such as policies, procedures, processes, forms * access to specific legislation/codes of practice relevant to enterprise operations * access to appropriate technology for research and data collection, analysis and reporting * timeframes: * sustained performance over time   Methods of assessment must include:   * a third-party referee report of sustained performance at appropriate level of authority and responsibility * assignment focusing on understanding and application of principles and theory to workplace operations * workplace projects focusing on company environment and conditions   .  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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