

SITXGLC001

Research and comply with regulatory requirements

Table of Contents (Extract)

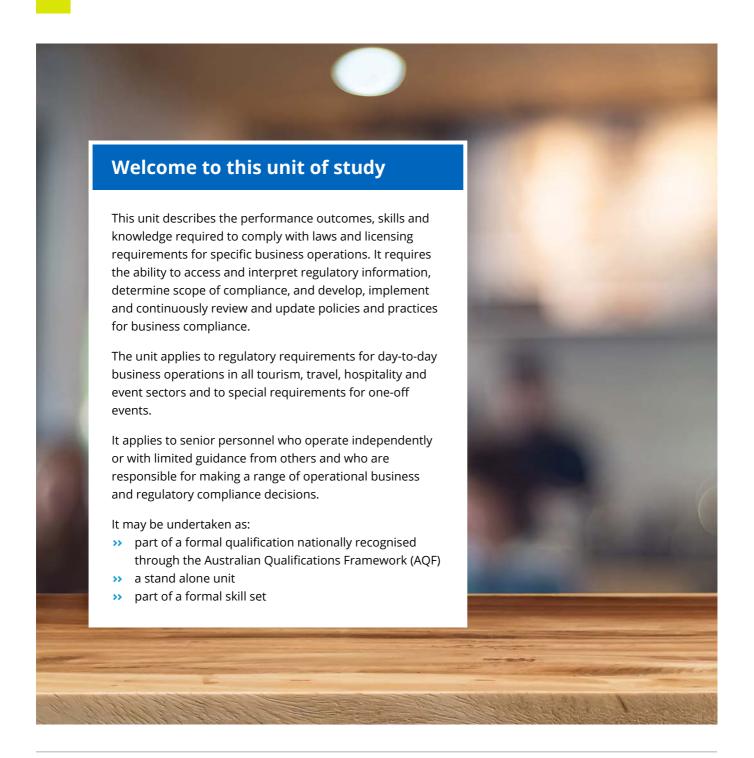
NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit SITXGLC001.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/SITXGLC001/

Trainer/assessor guide SITXGLC001 Research and comply with regulatory requirements



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Research information required for legal compliance.	5
Compliance	5
Compliance requirements	8
Non-compliance	16
Specialist legal advice	18
Check your understanding	21
Topic 2: Develop and communicate policies and procedures for legal compliance	23
Regulatory policies and procedures	23
Distribution of information	39
Check your understanding	43
Topic 3: Ensure compliance with legal requirements.	45
Communication with regulatory authorities	45
Business and occupational licences	51
Evaluating business operations	55
Check your understanding	81
Topic 4: Maintain personal and organisational knowledge of regulatory requirements	83
Knowledge of regulatory requirements	83
Organisational communication methods	85
Reviews	91
Check your understanding	95
References	97
Assessment workbook	99
Unit information	101
What is competency-based assessment?	102
How will my competency be assessed?	103
Assessment agreement	104
Foundation skills checklist	105
Skills recognition	106
Topic 1: Research information required for legal compliance	107
Topic 2: Develop and communicate policies and procedures for legal compliance	108
Topic 3: Ensure compliance with legal requirements	109
Topic 4: Maintain personal and organisational knowledge of regulatory requirements	110
Knowledge questions	111
Topic 1: Research information required for legal compliance	
Topic 2: Develop and communicate policies and procedures for legal compliance	
Topic 3: Ensure compliance with legal requirements	
Topic 4: Maintain personal and organisational knowledge of regulatory requirements	
Topic 5: Specific knowledge evidence	

Performance tasks	142
Third party evidence collection agreement	143
Topic 1: Research information required for legal compliance	144
Topic 2: Develop and communicate policies and procedures for legal compliance	148
Topic 3: Ensure compliance with legal requirements	151
Topic 4: Maintain personal and organisational knowledge of regulatory requirements	154
Completion record	157
Unit mapping and assessment checklist	158
Trainer/ assessor user instructions	163



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Research information required for legal compliance
- >> Develop and communicate policies and procedures for legal compliance
- >> Ensure compliance with legal requirements
- >> Maintain personal and organisational knowledge of regulatory requirements

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- >> instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.