

SFJ LG9

Maintain an understanding of current legislation and regulation relevant to your role



Overview

This standard defines the competence relating to understanding legislation and regulation within your role and sets the standard for you to:

- 1 know and understand current relevant legislation and regulation
- 2 implement new legislation and regulation
- 3 maintain and update codes of practice and procedures

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Performance criteria

Current legislation and regulation

You must be able to:

- P1 identify and access sources of information
- P2 use research methods to obtain relevant information in line with organisational requirements
- P3 determine the level of knowledge required to maintain an understanding of legislation
- P4 identify emerging areas of legislation relevant to your role
- P5 identify and explain the impact of legislation; regulation, codes of practice and guidelines on your role
- P6 obtain specialist help and advice when you need it

Implement new legislation and regulation

You must be able to:

- P7 confirm with appropriate member of staff or manager that you have authority to apply new legislation
- P8 implement new legislation within agreed timescales
- P9 inform relevant people of implementation of new legislation as required
- P10 provide details of implementation of legislation in a language and format that aids understanding
- P11 explain new techniques and practices to people who need to know them
- P12 record accurate and full details of the results of applying new legislation
- P13 maintain confidentiality and security of details in line with organisational requirements

Maintain and update codes of practice and procedures

You must be able to:

- P14 establish and promote the benefits of continuous improvement with staff and stakeholders and their valued input
- P15 set up processes for prompt notification of relevant legislative or internal changes to be notified to all relevant stakeholders
- P16 create management reports and draft required changes in codes or procedures in line with organisational requirements
- P17 disseminate reports and changes to required stakeholders for feedback
- P18 produce new documentation and processes as required
- P19 document all changes and authorisations in accordance with your organisation's procedures
- P20 carry out operational assessment of process or changes and re-evaluate as required

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Knowledge and understanding

You need to know and understand:

Current legislation and regulation

- K1 the need to maintain your knowledge and understanding of legislation relevant to your role
- K2 the impact that current law, regulation, codes of practice and guidelines has on your role
- K3 the areas of your activities that are affected by current law
- K4 how to identify emerging legislation that could impact on your role and responsibilities
- K5 potential sources of information on legislation relevant to your work
- K6 how and when to obtain specialist advice when you need it

Implement new legislation and regulation

You need to know and understand:

- K7 current legislation relevant to your role
- K8 how different types of legislation impact on each other and on your role
- K9 to whom details of implementation should be given, and the format in which they should be presented
- K10 how and why it is important to confirm you have authority to apply new legislation
- K11 why you should record accurate and full details of the results of applying new legislation
- K12 why you should maintain the confidentiality and security of details of implementation
- K13 the limits of your responsibility for implementing new legislation

Maintain and update codes of practice and procedures

You need to know and understand:

- K14 current legislation relevant to your role
- K15 why it is important to have knowledge of all relevant stakeholders
- K16 how and why it is important to have in depth knowledge of processes, policies and procedures that may be affected by potential change
- K17 why you should have knowledge of site operational processes
- K18 how to design any changes to maximise the desired effect but minimise operational disruption during change process
- K19 your organisation's management reporting processes
- K20 how and where to acquire information related to document or change control processes
- K21 how and why it is important to establish and promote a culture of continuous improvement

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Additional Information

Scope/range

Current legislation and regulation

1 sources

- 1.1 Government departments
- 1.2 information commission
- 1.3 user groups
- 1.4 specialist advisors

2 research methods

- 2.1 training course
- 2.2 data analysis
- 2.3 internet
- 2.4 search
- 2.5 seminars

Implement new legislation and regulation

3 research methods

- 3.1 training course
- 3.2 data analysis
- 3.3 internet
- 3.4 search
- 3.5 seminars

4 relevant people

- 4.1 solicitors
- 4.2 councils
- 4.3 police
- 4.4 public
- 4.5 contractors
- 4.6 clients

Maintain and update codes of practice and procedures

5 stakeholders:

- 5.1 public
- 5.2 statutory
- 5.3 sector specific

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