

Overview

This standard is about leading the workplace to meet regulatory requirements, according to the requirements of your nation. It covers planning for inspections, evidence gathering, identification of gaps and taking appropriate actions to meet requirements.

Performance criteria

You must be able to:

1. review the regulatory standards the workplace is expected to adhere to
2. reflect on the purpose, expectations and scope of inspections
3. make information about inspections available to others and communicate their purpose and benefits
4. audit systems within the workplace to ensure they meet regulatory standards
5. ensure all policies are kept up to date and in an accessible location for others
6. empower others to be confident in their knowledge of policies and procedures
7. support others to feel confident in using language relating to regulatory requirements
8. explain and support others to meet registration conditions
9. work in collaboration with others to identify areas for development in practice
10. offer others the opportunity to learn from examples of best practice as part of learning and development
11. provide access to previous inspection reports to inform self-evaluation and improve practice
12. work in collaboration to plan the inspection process with others
13. ensure that care, support and other plans meet legal requirements and the needs of individuals
14. inform individuals and others that an inspection is due and that they will be consulted
15. carry out audits of the workplace and equipment to ensure they meet health and safety requirements
16. review different sources of evidence to demonstrate compliance with regulatory requirements
17. enlist the support of others in identifying evidence that meets standards
18. maintain evidence of compliance with health and safety, environmental health, and fire regulations
19. ensure that records and reports are available
20. ensure that management systems are maintained
21. evaluate the recommendations from inspections, compare them with prior assessments, and agree with others on a plan to meet recommendations
22. identify areas of good practice in the workplace with others
23. complete records and reports required to meet the regulatory requirements

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24. reflect on how you carried out your roles and responsibilities to lead on regulatory requirements in the workplace

Knowledge and understanding

You need to know and understand:

1. the purpose and expectations of regulatory inspections
2. the regulatory standards that the workplace must adhere to
3. where to obtain information about the requirements for inspections
4. why it is important to plan for inspections
5. why it is important to inform individuals and others of an inspection
6. the influence of cultural and background factors in the involvement of individuals and others in inspections
7. the influence of neurodivergence and additional needs on the experiences of individuals with inspections
8. how to routinely audit the workplace and equipment to ensure they meet health and safety requirements
9. the importance of routinely auditing systems within the workplace to ensure compliance with regulatory standards
10. the importance of maintaining accurate information about qualifications, health status, and responsibilities of others
11. how to ensure records and reports on individuals are kept accurate and up to date
12. how to keep accurate records and reports of meetings and discussions
13. how to review different sources of evidence to demonstrate compliance with regulatory requirements, and the different policies, procedures, records and reports that will provide evidence for regulatory requirements
14. how to provide evidence of compliance with health and safety, environmental health, and fire regulations
15. the importance of having management systems in place to support regulatory compliance
16. strategies to support others to gain confidence in their knowledge of policies and procedures and understanding their individual roles and responsibilities in relation to regulatory compliance
17. how to lead on the application of trauma informed principles in the workplace
18. how to lead on dignity, kindness, and compassion in the leadership and management of the workplace
19. how to support emotional regulation during regulatory inspections
20. how to keep policies up to date and ensure they are accessible in the

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workplace

21. methods for self-evaluation against regulatory requirements
22. how to use previous inspection reports to improve practice
23. how to evaluate inspection recommendations, compare them with prior assessments, and agree on a plan with others to meet the recommendations
24. strategies for identifying areas of good practice with others in the workplace
25. how to use digital tools and devices to lead on regulatory requirements
26. theories relevant to leading on regulatory requirements in the workplace
27. the relevant legal requirements, standards of practice, frameworks and guidance for leading on regulatory requirements in the workplace
28. the workplace requirements on equality, diversity, inclusion and rights when leading on regulatory requirements in the workplace
29. the role of supervision, reflective practice and learning and development in leading on regulatory requirements in the workplace

Glossary

The glossary for this National Occupational Standard is available on the Skills for Care and Development website.

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