PSPPCY002 Assist with specialist policy development

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPPOL402A Assist with specialist policy development. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to assist with policy development including planning, researching, drafting and dissemination of policy.

This unit applies to public sector staff working on policy development process.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently. They would perform complex tasks in a range of familiar contexts.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

Policy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Assist with policy development planning	1.1 Conduct research to identify related policies for context and identify other policies likely to be impacted.
	1.2 Identify key internal and external stakeholders ensuring their engagement as early as possible and throughout the policy development process.
	1.3 Provide research assistance to determine the content of key aspects to be included in the policy development plan.
2. Research information for policy development	2.1 Identify, evaluate and collate information required to support the policy development process.
	2.2 Identify and record gaps, ambiguity and conflicting views, conduct additional research to clarify if necessary and refer to the principal policy developer if required.
3. Contribute to the development of policy options	3.1 Formulate and analyse possible policy options under guidance, to identify strengths and weaknesses.
	3.2 Research and prioritise possible criteria for choosing preferred policy options.
4. Assist in drafting policy	4.1 Produce initial drafts or selected sections of the policy.
	4.2 Capture written and oral feedback from stakeholders and include in draft as required.
	4.3 Monitor the progress of policy development against the timeframe and milestones.
5. Assist with policy dissemination	5.1 Identify recipients for approved policy documents, particularly those responsible for implementing the new or revised policy, and inform them of outcomes.
	5.2 Deal with routine enquiries on the release and content of the policy, or refer accordingly.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPOL402A Assist with specialist policy development.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

SkillsIQ

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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