



Australian Government

Department of Education, Employment and Workplace Relations

Release 3

Release:

PSPWPI606B Contribute to the development and revision of legislation and related documents

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor, application of the unit, evidence guide edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to participate as an individual or as a team member in the development and revision of legislation, regulations, policy, procedures, standards, codes of practice and guidance material.

No licensing, legislative, regulatory or certification requirements are applicable to this unit at the time of publication.

Application of the Unit

This unit applies to individuals in a range of regulatory work environments who are required to not only contribute to the development and/or revision of legislation and related documents, but also to manage stakeholder interest, expectations and information requirements in an environment of cooperation and transparency.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in *bold italics* is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide guidance to stakeholders	<p>1.1 Information and advice on the relevant acts, regulations, policies, procedures, codes of practice, standards and guidelines is provided in accordance with organisational policy and procedures.</p> <p>1.2 Documentation is provided that supports the information and advice given.</p> <p>1.3 Advice on organisational policy is communicated in a manner that addresses the requirements of <i>stakeholders</i> and reflects consideration of all <i>relevant issues</i>.</p>
2. Participate in development and evaluation activities	<p>2.1 Work is completed to evaluate the effectiveness of relevant <i>legislation, policies</i>, procedures, codes of practice and standards in accordance with organisational requirements.</p> <p>2.2 Trends are identified, analysed and communicated to stakeholders to be used as input in the development and revision of legislation, policies, procedures, codes of practice and standards.</p> <p>2.3 Organisational policy development and revision activities are undertaken in accordance with organisational requirements.</p>
3. Communicate progress and outcomes to stakeholders	<p>3.1 Progress <i>report/s</i> are provided to relevant stakeholders in accordance with agreed timelines.</p> <p>3.2 Comments are collected, analysed and communicated to others involved in the development and revision processes.</p> <p>3.3 Final report and recommendations are communicated to relevant stakeholders for action and/or implementation in accordance with organisational requirements.</p>

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

- using a range of communication methods including advice and discussion involving complex exchanges of oral information
- adjusting communication strategies to meet the needs of different target audiences
- reading and explaining complex and formal documents such as legislation, regulations, policy
- providing explanation of why/how the supporting documents support advice given
- responding to diversity, including disability and gender
- applying analysis methods and technique
- undertaking negotiation and conflict resolution
- working in/with a team

Knowledge requirements

- Legislation relating to the work environment such as:
 - occupational health and safety legislation
 - workers compensation legislation
 - injury management legislation
 - workplace relations legislation
 - road transport compliance and enforcement legislation
- industry
- technical
- organisational structure
- organisational policy and procedures
- government policy
- community obligations

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms consistency of performance in contributing to the development of legislation and related documents.

This will include evidence of:

- participating in at least three actual or simulated development and evaluation activities on three separate occasions or for three different situations/contexts
- communicating with a range of stakeholders to provide guidance, progress reports and outcomes of development activities
- adhering to legal, ethical and organisational requirements relating to the development of legislation and related documents

Context of and specific resources for assessment

Assessment must ensure access to a real or simulated workplace environment that closely resembles normal work practice and replicates the range of conditions likely to be encountered while contributing to the development of legislation and related documents, including coping with difficulties, irregularities and breakdowns in routine.

Access is required to resources such as:

- applicable legislation, policies and procedures
- case studies and workplace scenarios to capture the range of requirements for situations likely to be encountered
- real or simulated technology to allow for use in communicating and preparing documents.

Method of assessment

Assessment methods suitable for valid and reliable assessment of this unit of competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- observation
- written or oral questions
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training

courses

**Guidance
information for
assessment**

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may include:

- organisational staff
- unions
- Minister
- other government departments
- employer organisation
- ministerial and other advisory councils
- advisory boards
- organisational board of management
- management
- industry
- community
- non-government organisations
- safety committees
- health and safety representatives

Relevant issues may include:

- government policy
- community expectations
- workplace relations processes

Legislation and policy may also include:

- procedures
- industry standards
- codes of practice
- guidance notes

Reports may be:

- formal
- informal
- written
- verbal

Unit Sector(s)

Not applicable.

Competency field

Workplace Inspection.