



Australian Government

CHCPOL001 Contribute to the review and development of policies

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Merged CHCPOL402C/CHCPOL301B. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to review existing policies, consult with stakeholders on potential changes and write reports to inform policy development.

This unit applies to workers who interact with clients and external stakeholders and have input to the development of organisation policies and procedures under broad guidance from others.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

Elements define the essential outcomes

1. Review existing policies

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element

- 1.1 Identify organisation policies and assess them for relevance, currency and effectiveness in current work
- 1.2 Identify and evaluate the impact of the broader policy context
- 1.3 Establish key stakeholders to be consulted about potential policy changes

ELEMENT**PERFORMANCE CRITERIA**

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| 2. Consult with others regarding change | 2.1 Plan consultation methods relevant to the client group and organisation |
| | 2.2 Develop clear documentation to support the consultation process |
| | 2.3 Explain policy information to clients and other stakeholders, involving translation services according to need |
| | 2.4 Consult with clients and other stakeholders about impact of policy and potential changes |
| | 2.5 Promote informed policy debate enabling exchange of views and information between clients and other stakeholders |
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| 3. Contribute to policy advice | 3.1 Collate and analyse findings of research and consultation processes |
| | 3.2 Evaluate factors impacting on quality or outcomes of research or consultation and incorporate in reports |
| | 3.3 Draft reports using language and format appropriate to audience, purpose and context |
| | 3.4 Incorporate reasoned argument and substantiated evidence into report |
| | 3.5 Provide draft report to stakeholders and decision makers for consideration |
| | 3.6 Present report in line with organisation standards |

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>