



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CHCPOL402C Contribute to policy development**

**Release: 1**

## CHCPOL402C Contribute to policy development

### Modification History

CHC08 Version 3	CHC08 Version 4	Description
CHCPOL402B Contribute to policy development	CHCPOL402C Contribute to policy development	Unit updated in V4. ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

### Unit Descriptor

#### Descriptor

This unit describes the knowledge and skills required to develop and analyse policies which impact on the client group and the work of the organisation

### Application of the Unit

#### Application

This unit may apply in a range of community service contexts

### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Review existing policies

1.1 Identify relevant organisation and other policies and assess them for relevance to the organisations objectives and effectiveness

1.2 Consult clients and other stakeholders about their views on policies

1.3 Document and present reviews of policies in a format appropriate to the purpose of the review, the context, and the receiver

#### 2. Contribute to *research* for policy advice

2.1 Identify, plan and implement research and consultation strategies appropriate to the worker's role in the research process within timeframes, resource constraints and agreed processes

2.2 Collate, report and present research and consultation outcomes in a format appropriate to the research process, the purpose of the research, the context and the receiver

2.3 Identify factors impacting on quality or outcomes of research or consultation and incorporate in reports

**ELEMENT****PERFORMANCE CRITERIA**

- |  |  |
|--|--|
| 3. Provide briefing materials on policy issues | 3.1 Prepare briefing materials as required in a format appropriate to audience, purpose and context  |
|  | 3.2 Draw on expertise and role of worker and organisation for briefing materials   |
|  | 3.3 Incorporate reasoned argument and evidence into briefing materials   |
|  |  |
| 4. Promote informed policy debate              | 4.1 Identify <i>strategies to stimulate informed debate</i> appropriate to the worker's role in policy development, community education or client service delivery in consultation with other workers and management |
|  | 4.2 Implement strategies to stimulate informed debate within timeframes, resource allocations and agreed processes   |
|  | 4.3 Where necessary, implement strategies to translate policy materials into language/s easily understood by clients and other stakeholders  |
|  | 4.4 Develop strategies that enable exchange of views and information between policy initiators, clients and other stakeholders   |

## Required Skills and Knowledge

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

### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Organisation policies impacting on the worker, the organisation and its target groups
- Government and other policies impacting on the issue under consideration, and the organisation and its target groups
- The contexts for policies, people and the organisation
- Research and consultation techniques
- The limits of the worker's own role and competence and the organisation's role

### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Demonstrate application of skills to:
  - policies within own organisation
  - policies within networks or associations
  - policies directly related to own work role and areas of expertise
  - policies for target groups relevant to the organisation
- Demonstrate involvement with stakeholders relevant to the organisation and the policy issue under consideration

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Analyse evidence and arguments
- Demonstrate reasoning, including identification of implications and consequences of particular courses of action
- Apply consultation and research methodologies
- Demonstrate application of skills in:
  - report writing, including translation of complex concepts into simple language or images
  - public speaking addressing a group
  - group participation
  - effective use of relevant information technology in line with work health and safety

(WHS) guidelines

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this unit of competency:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions  
This may include the use of languages other than English and alternative communication systems
- It is recommended that assessment take place on one or more than occasions to enable assessment of all aspects of policy development to take place

*Access and equity considerations:*

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

- Context of and specific resources for assessment:*
- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
  - Resource requirements for assessment of this unit include access to:
    - an appropriate workplace where assessment can take place, or simulation of realistic workplace setting for assessment
- Method of assessment:*
- Assessment may include observations, questioning and evidence gathered from the workplace

## Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Research may be:*
- Survey
  - Qualitative
  - Quantitative
- Information gathering and consultation techniques may include:*
- Interview structured, semi-structured and unstructured, group and individual
  - Conversation by phone or face-to-face
  - Observation and listening
  - Collection of materials e.g. Printed material and videos
  - Attendance at workshops, meetings and forums
  - Questionnaires and other basic survey instruments

*Strategies to stimulate informed debate will involve:*

- Employing a range of communication styles, modes and media
- Employing any of the consultation techniques identified in the Range Statement
- Employing networking strategies

## **Unit Sector(s)**

Not Applicable