



Australian Government

Department of Education, Employment and Workplace Relations

CHCPOL404A Undertake policy review

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to analyse and review 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

1. Review existing policy

PERFORMANCE CRITERIA

1.1 Identify a policy and review within appropriate timeframe, resource constraints and agreed processes

1.2 Gather relevant *documentation* to assist in the policy analysis and review process

1.3 *Undertake relevant research* to determine policy context including impact of other policies and relevant legislation

1.4 Develop relevant documentation to support the consultation process

1.5 Consult relevant stakeholders about their views on policy

ELEMENT**PERFORMANCE CRITERIA**

2. Provide briefing materials or report on policy issues

2.1 Collate and analyse findings of the research and consultation processes

2.2 Identify factors impacting on research or consultation processes and incorporate into briefing material

2.3 Incorporate reasoned argument, evidence and recommendations into report

2.4 Prepare report in a format appropriate to audience, purpose and context

2.5 Provide report to stakeholders and *decision-makers* for consideration

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

It is critical that the candidate demonstrate knowledge of:

- Policies impacting on the issue under consideration
- The contexts for policies, people and the organisation
- Basic research and consultation techniques

The candidate must also be able to demonstrate relevant 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, such as knowledge of:

- 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:

- Review and analyse relevant organisation, government or other applicable policy
- Consult with relevant stakeholders
- Develop appropriate documentation to support review process

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:

- Demonstrate involvement with stakeholders relevant to the organisation and the policy issue under consideration
- Demonstrate reasoning, including identification of implications and consequences of particular courses of action
- Demonstrate application of skills in:
 - report writing, including translation of complex concepts into simple language or images

REQUIRED SKILLS AND KNOWLEDGE

- effective use of relevant information technology

Evidence Guide

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 review to take place

EVIDENCE GUIDE

- 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

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.

Undertake relevant research may include:

- 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

Decision-makers may include:

- Managers
- Coordinators
- Boards of management
- Auspice bodies
- Policy officers
- Other relevant parties

RANGE STATEMENT

Documentation may include:

- New or amended policies
- New or amended procedures
- Fliers or fact sheets about the changes
- New or amended brochures, pamphlets
- Articles for newsletters or staff bulletins
- Memos
- Staff meeting presentation materials
- Internet notices (WebPages, bulletin boards etc)
- Emails
- Reports

Unit Sector(s)

Not Applicable