



**Australian Government**

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

# **CHCPOL606B Coordinate policy development**

**Release: 1**

## **CHCPOL606B Coordinate policy development**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit describes the knowledge and skills required to coordinate policy development processes, including staff supervision, monitoring existing organisation policies, managing policy evaluations, and providing policy advice

### **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. Coordinate policy development

1.1 Establish and confirm *policy development parameters*, procedures, resources and timeframe

1.2 Develop and utilise consultation processes with clients, workers and external personnel

1.3 Examine inter-organisation cooperation in policy development with a view to maximising available resources

1.4 Provide supervision and support to workers engaged in policy activities

1.5 Monitor resource allocation against approved budget

#### 2. Monitor organisation policies

2.1 Regularly consult operational staff and associated organisations on existing organisation policies

2.2 Establish mechanisms to monitor inter-organisation policies and efficiently resolve gaps and problems

2.3 Provide periodic status reports to decision-makers on relevance of policies, policy gaps and recommended enhancements, and incorporate into policy documentation where appropriate

**ELEMENT****PERFORMANCE CRITERIA**

## 3. Provide policy advice

3.1 Prepare draft policies and present to management according to established practice and *management implementation requirements*

3.2 Prepare policy evaluation procedures and time schedules and, following approval, implement

3.3 Develop processes for ongoing policy evaluation and monitoring, including facilitating input from client groups, other organisations and stakeholders

**Required Skills and Knowledge****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:

- Issues impacting on clients and their place in a social, political and economic context
- Government and other policies as they impact on clients, their families and communities
- Needs, rights and responsibilities of clients
- Needs, rights and responsibilities of families, other care givers and services in relation to clients
- Legislation impacting on clients, workers and organisations
- Theories of human development
- The effects that values, beliefs and attitudes have on aspects of work
- The effects that culture, age, gender, sexuality, ability, class, race, religious and political beliefs may have on values, attitudes, perspectives and approaches to the situations of clients
- Concepts of culture and sub-cultures
- Theories of work practice
- The decision-making structure, processes and delegated authorities of the organisation, network or group of organisations

## REQUIRED SKILLS AND KNOWLEDGE

- Existing policies within the organisation or group of organisations, and of other stakeholders, and legislation impacting on the policy issue under consideration

### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Manage organisation or network responses to policy initiatives by other stakeholders
- Respond to initiatives by stakeholders
- Use a variety of research and consultation strategies
- Work as part of a team or as a sole worker
- Distinguish between facts, hypotheses and opinions
- Present and support a judgement, position of argument
- Maintain direction and purpose within the context of competing or conflicting demands
- Determine processes that are consistent with, and contribute to, objectives
- Apply management competencies to policy tasks
- Undertake sophisticated analysis of a range of information and conflicting or competing perspectives and objectives
- Apply strategic decision-making skills that integrate purpose and effectiveness, and take account of resource constraints

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:

- Judge and use the most appropriate communication medium for a particular situation
- Plan and coordinate complex activities and processes
- Demonstrate application of skills in:
  - interpersonal communication, in particular listening, clarifying, questioning, confronting, providing information, interpreting non-verbal communication, demonstrating understanding
  - conflict resolution and mediation
  - communicating with people with diverse cultural, linguistic and educational backgrounds
  - a high level of literacy and the ability to write for a range of purposes and audiences
  - advanced communication skills, including liaison, negotiation and advocacy
  - public speaking

# 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 more than one occasion to enable all aspects of coordinating policy development to be assessed

*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

## EVIDENCE GUIDE

- 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.

- Management implementation requirements may include:*
- Analysis of social, political and economic factors and trends
  - Strategies to avoid discrimination
  - Balanced assessment of actual and potential impacts for the organisation
  - Analysis of linkages with other policies and legislation
  - Media, language and presentation styles appropriate to the audience

## RANGE STATEMENT

*Strategies to promote informed debate may involve employing:*

- A range of communication styles, modes and media
- Lobbying strategies
- Consultation strategies
- Networking strategies

*Policy development parameters may be related to:*

- Specialist work with particular target e.g. People with disabilities, Aboriginal people
- Application of specialist occupations e.g. Physiotherapy, law, psychology to work with or to the benefit of client groups
- Advanced work in particular issue areas e.g. Law, income, security
- Work which integrates particular issues and particular target groups e.g. housing people of NESB, legal issues for Aboriginal and/or Torres Strait Islander people

*Policy development processes are managed for:*

- An organisation or service
- Peak bodies, networks or associations
- A range of government departments or organisations
- And with reference to all target groups of relevance to the organisation or network

## Unit Sector(s)

Not Applicable