Australian Government

Department of Education, Employment and Workplace Relations

LGACOMP007A Participate in policy development

Release 2

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

LGACOMP007A Participate in policy development

Modification History

LGACOMP007A Release 2: Layout adjusted.
LGACOMP007A Release 1: Primary release.

Unit Descriptor

This unit covers participating in research activities and consultation processes that inform policy development. The unit looks specifically at the gathering of information to underpin policy development and the research necessary to analyse policies that impact on the client group and the work of the organisation.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where **_bold italicised_** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Gather information on policy development needs	1.1 Research and consultation with clients and other stakeholders are conducted in accordance with organisational policies and procedures. 1.2 **_Research and consultation methods_** are reliable and make efficient use of resources in accordance with **_organisational requirements_**. 1.3 Information is organised in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements. 1.4 Information is assessed for accuracy and relevance in accordance with policy development requirements. 1.5 Information is updated, modified, maintained and stored in accordance with organisational requirements.
2. Contribute to the evaluation of policy	2.1. **_Objectives of the research_** into policy development are clearly defined. 2.2 Data used in research is valid and relevant to research purposes. 2.3 **_Research strategies_** are appropriate to policy development requirements. 2.4 **_Methods of data analysis_** are reliable and suitable to research purposes. 2.5 Assumptions made in analysis are clear, justified and consistent with research objectives. 2.6 Conclusions are supported by evidence and contribute to policy development.
3. Provide feedback on policy development needs	3.1 Research findings are reported and distributed in accordance with organisational requirements. 3.2 Recommendations and issues on changes to policy are presented in an appropriate format. 3.3 Views and opinions of clients and key stakeholders are presented in an appropriate format.

Required Skills and Knowledge

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

Required Skills

- literacy skills to write complex correspondence and reports
- proofreading and editing skills
- report writing skills
- problem-solving skills
- technology skills
- research skills
- ability to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities

Required Knowledge

- local government processes
- organisational policies, procedures and processes
- environmental and resource hazards/risks and inefficiencies
- basic understanding of sustainability
- organisation's business and structure
- organisation's record keeping practices, filing systems and security procedures
- methods to identify new sources of information and use them efficiently and effectively
- procedures to analyse information to identify patterns and trends
- qualitative and quantitative processes
- information management systems and methods
- principles of report writing and data presentation
- research processes and strategies

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	The demonstrated ability to: • participate in research and consultation processes that will inform policy development • analyse and interpret data to support the policy development process • employ either verbal or written means to provide information and feedback • involve all stakeholders in an informed debate to provide recommendations for policy options
Context of assessment	Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.
Relationship to other units(**prerequisite or co-requisite units**)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or

	supervisor
Evidence required for demonstration of consistent performance	Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
Resource implications	The learner and trainer should have access to appropriate documentation and resources normally used in 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. **_Bold italicised_** wording in the Performance Criteria is detailed below.

Research and consultation methods may include:	- consulting with stakeholders - developments in other public sector or private sector organisations - evaluation of similar policies - benchmarking - pilots or trials of policy - quantitative or qualitative data - survey instruments
Organisational requirements may include:	- quality assurance and/or procedures manuals - security and confidentiality requirements - legal and organisational policies, guidelines and requirements - management and accountability channels - code of conduct and code of ethics - procedures for updating records - occupational health and safety policies and procedures - environmental and resource efficiency - sustainable practice - information protocols - policy development systems - business and performance plans - anti-discrimination policy - ethical standards - defined resource parameters
Objectives of the research may include:	- hypothesis testing - situational diagnosis - identification of trends - process mapping - comparative analysis
Research strategies may include:	- interviewing colleagues and clients - focus groups - data analysis - product sampling - documentation reviews
Methods of data analysis may include:	- feedback on results - review of previous research - peer review

- data sampling
- statistical analysis

Unit Sector(s)

Common