Australian Government

Assessment Requirements for PSPGEN030 Provide support to Parliament

Release: 1

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Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interacting and communicating with Members of Parliament, the community and other stakeholders, targeting language and content to suit the audience and purpose
- questioning to clarify research and/or information requests
- using a variety of research skills, methodologies, strategies and information databases
- applying statutory interpretation of Acts, Bills and subordinate legislation
- preparing research reports using complex language structures and terminology and requiring precision of expression and a balance between brevity and detail

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of the knowledge demonstrated must be appropriate to the job context of the candidate.

- Westminster System
- separation of powers
- system of government (bicameral/unicameral Parliament)
- role and functions of Parliament
- role and structures of Parliamentary committees
- application of statutory requirements imposed by central agencies, including Treasury, Premiers, Prime Minister and Cabinet
- Parliamentary practices and procedures, including petitions, Ministerial statements, Question Time, Questions without Notice, Questions on Notice, debates, Hansard reporting

SkillsIQ

- Parliamentary protocols and ethical requirements
- standing and session orders
- Members' roles in political process
- Members' interest resolution
- Parliamentary process and how it affects operational objectives and timeframes
- Cabinet processes
- Bill to Act process
- budget and estimates processes
- balance of power
- e-petitions
- machinery of Government and administrative arrangements
- document purposes – to persuade, inform, stimulate discussion
- plain English standards
- work health and safety procedures relating to the Parliamentary environment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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