Assessment Requirements for PSPGEN111 Apply government processes

Release: 1

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Modification History

Supersedes and is not equivalent to PSPGEN043 Apply government processes.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- locate and access information
- acquire, retain and recall information
- apply information and protocols
- discard redundant information
- deal with ambiguity and governance changes or Machinery of Government.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- requirements of legislation relating to the organisation
- codes of ethics, codes of conduct and statements of values relating to the organisation
- Australian systems of government:
  - division of powers
  - separation of powers
- role and function parliament:
  - parliamentary structures:
    - bicameral
    - unicameral
- role and structures of parliamentary committees
- application of statutory requirements imposed by central agencies
- parliamentary procedures, including:
  - accountability measures including estimates and enquiries
  - ministerial statements
  - question time protocols
- parliamentary process and how it affects operational objectives and timeframes
- administrative arrangements as relevant to own job role, including Machinery of Government
- role and function of government departments and statutory bodies in relation to allocation of functions, responsibilities and authorities.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, policies, procedures and protocols
- organisational structures
- governance information, including Machinery of Government.

Assessors must satisfy the Standards for Registered Training Organisations' 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