PSPPCY012 Assist with specialist policy development

Release: 1

PSPPCY012 Assist with specialist policy development

Modification History

Supersedes and is equivalent to PSPPCY002 Assist with specialist policy development.

Application

This unit describes the performance outcomes, skills and knowledge required to assist with policy development in relation to any of the following: public policy, public sector policy, central agency policy, whole of government policies, international policy or organisational policies applicable to internal functions such as human resources or financial management.

This unit applies to public sector staff working on policy development process. Those undertaking this unit work independently performing complex tasks in a range of familiar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with policy development planning.	1.1. Conduct research to identify related policies for context and identify other policies likely to be impacted.
	1.2. Identify key internal and external stakeholders ensuring their engagement as early as possible and throughout the policy development process.
	1.3. Provide research assistance to determine the content of key aspects to be included in the policy development plan.

2. Research information for policy development.	2.1 Identify, evaluate and collate information required to support the policy development process.
	2.2 Identify and record gaps, ambiguity and conflicting views.
	2.3 Conduct additional research to clarify and refer to the principal policy developer.
3. Contribute to the development of policy options.	3.1 Formulate and analyse possible policy options under guidance, to identify strengths and weaknesses.
	3.2. Research and prioritise possible criteria for choosing preferred policy options.
4. Assist in drafting policy.	4.1. Produce initial drafts or selected sections of the policy in required formats.
	4.2. Capture written and oral feedback from stakeholders and include in draft as required.
	4.3. Monitor progress of policy development against timeframe and milestones.
5. Assist with policy dissemination.	5.1. Identify recipients for approved policy documents including those responsible for implementing the new or revised policy and inform them of outcomes.
	5.2. Deal with routine enquiries on the release and content of policy and refer unresolved enquires in accordance with organisational procedures.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• evaluate complex and formal documents.
Writing skills to:	• prepare written reports requiring language and structures suited to the intended audience.

Unit Mapping Information

Supersedes and is equivalent to PSPPCY002 Assist with specialist policy development.

Links

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