



**Australian Government**

# **PSPPCY014 Support policy implementation**

**Release: 1**

# PSPPCY014 Support policy implementation

## Modification History

Supersedes and is not equivalent to PSPPCY004 Support policy implementation.

## Application

This unit describes the performance outcomes, skills and knowledge required to identify, implement and monitor relevant policy and report on implementation.

This unit applies to individuals working in a role where they are required to support policy implementation. Those undertaking this unit work independently performing routine 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

Policy

## Elements and Performance Criteria

### ELEMENTS

*Elements describe the essential outcomes*

1. Identify relevant policy.

### PERFORMANCE CRITERIA

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

- 1.1. Identify work situations shaped by government or organisational policy.
- 1.2. Identify and locate policy relating to particular work situations.

2. Implement policy.
  - 2.1. Interpret policy to be implemented to identify and plan for change in work practices.
  - 2.2. Identify implications of policy for individual work practices.
  - 2.3. Prepare policy implementation guidelines in accordance with organisational procedures.
  - 2.4. Confirm and adjust required work practices to reflect policy requirements.
  - 2.5. Support others affected by the policy requirements to accommodate those requirements.
3. Monitor and report on policy implementation.
  - 3.1. Gather, record and report information that will assist with evaluation of effectiveness of policy implementation.
  - 3.2. Gather, record and report information that will assist with evaluation of policy impact on organisational outcomes.

## 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:

- interpret complex and formal documents.

Writing skills to:

- prepare accurate written reports with language and structures suited to the intended audience.

Numeracy skills to:

- identify and apply statistical data in evidence-based reporting frameworks.

## Unit Mapping Information

Supersedes and is not equivalent to PSPPCY004 Support policy implementation.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>