**Australian Government**

**Department of Education, Employment and Workplace Relations**

# PSPGOV601B Apply government systems

**Release 3**

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

## PSPGOV601B Apply government systems

## Modification History

| Release | TP Version | Comments |
|---------|-----------|----------|
| 3 | PSP12V1 | Unit descriptor edited. |
| 2 | PSP04V4.2 | Layout adjusted. No changes to content. |
| 1 | PSP04V4.1 | Primary release. |

## Unit Descriptor

This unit covers the effective application of government systems to work in the public sector. It includes applying knowledge of linkages between government/other organisations and between governments, and applying knowledge of the broader political context.

In practice, knowledge of government systems is applied in the context of other generalist and specialist work activities such as managing client services, managing financial resources, providing strategic HR services, managing regulatory compliance, managing contracts etc.

This is one of 3 units of competency in the *Working in Government* Competency Field that deal with government processes. Related units are:

- PSPGOV422A Apply government processes
- PSPGOV515A Develop and use political nous

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

## Application of the Unit

Not applicable.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

Not applicable.

# Employability Skills Information

This unit contains employability skills.

# Elements and Performance Criteria Pre-Content

| Elements are the essential outcomes of the unit of competency. | Together, performance criteria specify the requirements for competent performance. Text in **bold italics** is explained in the Range Statement following. |
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# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
| --- | --- |
| **1**. **Apply knowledge of organisational linkages** | 1.1 ***Organisational linkages*** between government organisations and with quasi-government organisations and non-government organisations are identified and regularly reassessed to maintain currency of information. |
| | 1.2 Decisions, advice and actions are taken making effective use of a comprehensive and up-to-date knowledge of these organisational linkages. |
| **2**. **Apply knowledge of inter-governmental linkages** | 2.1 ***Linkages between governments*** are identified and regularly reassessed to maintain currency of information. |
| | 2.2 A comprehensive and up-to-date knowledge of the linkages between governments is used in taking decisions, advice and actions. |
| **3**. **Apply knowledge of political context** | 3.1 Information is sourced from inside and outside the organisation, and its authenticity and reliability confirmed. |
| | 3.2 An analysis of the ***political***, social and economic environment is undertaken that takes into account emerging trends, and current and possible future goals of the organisation. |
| | 3.3 A comprehensive and up-to-date knowledge of the current political environment is reflected in decisions, advice and actions taken. |

# Required Skills and Knowledge

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

**Skill requirements**
Look for evidence that confirms skills in:

- locating, accessing and authenticating information
- acquiring, retaining, recalling and communicating information
- applying information and protocols
- discarding redundant information/version control
- dealing with ambiguity and machinery of government changes
- responding to diversity, including gender and disability
- applying workplace safety procedures in the context of work in the public sector

**Knowledge requirements**
Look for evidence that confirms knowledge and understanding of:

- organisations in the public and private sector
- public sector policy, legislation, regulations, guidelines, practices
- ethical standards
- governance practices
- systems thinking
- inter-organisational communications strategies/protocols
- organisational and public sector power structures and sources of power
- equal employment opportunity, equity and diversity principles
- public sector legislation such as occupational health and safety and environment and sustainability in the context of applying knowledge of government systems

# Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

| **Units to be assessed together** | • *Pre-requisite* units that <u>must</u> be achieved <u>prior</u> to this unit:*Nil*<br>• *Co-requisite* units that <u>must</u> be assessed <u>with</u> this unit:*Nil*<br>• *Co-assessed units* that <u>may</u> be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:<br> • PSPETHC601B Maintain and enhance confidence in public service<br> • PSPFIN603A Develop public sector financial strategies<br> • PSPFRAU601B Develop fraud control strategy<br> • PSPGOV602B Establish and maintain strategic networks<br> • PSPGOV603B Develop a tender submission response<br> • PSPHR621A Manage organisational design strategies<br> • PSPLEGN601B Manage compliance with legislation in the public sector<br> • PSPMNGT606B Manage quality client service<br> • PSPMNGT609B Formulate business strategies<br> • PSPPM601B Direct complex project activities<br> • PSPPROC602B Direct the management of contracts<br> • PSPSEC602A Manage security awareness |
|---|---|
| **Overview of evidence requirements** | In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:<br>• the knowledge requirements of this unit<br>• the skill requirements of this unit<br>• application of Employability Skills as they relate to this unit<br>• application of knowledge of government systems in a range of (3 or more) contexts (or occasions, over time) that may include generalist or specialist work activities such as managing client services, developing financial strategies, managing regulatory compliance, directing contracts etc |
| **Resources required to carry out assessment** | These resources include:<br>• public sector legislation and regulations relating to the work area<br>• organisational structures, procedures and protocols<br>• machinery of government information<br>• communication technology<br>• case studies and workplace scenarios to capture the range of |

|                              | situations likely to be encountered when applying government systems |
|------------------------------|----------------------------------------------------------------------|

**Where and how to assess evidence**

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when applying government systems, including coping with difficulties, irregularities and breakdowns in routine
- application of knowledge of government systems in a range of (3 or more) contexts (or occasions, over time) such as generalist or specialist work activities such as managing client services, managing financial resources, providing strategic human resource services, managing regulatory compliance, directing contracts etc

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

**For consistency of assessment**

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

# Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in *bold italics* in the Performance Criteria is explained here.

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|---|---|
| ***Organisational linkages*** may include performance partnerships between: | • government and<br>• government organisations and<br>• quasi-government organisations and<br>• non-government organisations |
| ***Inter-governmental linkages*** may include those between: | • international governments and<br>• Australian Federal Government and<br>• State and Territory Governments and<br>• Local Governments |
| ***Political*** environment may include: | • political parties and policies<br>• political evolution and reform<br>• political powers, processes and activities<br>• community organisations, lobby groups and other interested parties<br>• world/regional politics, pacts and agreements<br>• internal politics of an organisation |

# Unit Sector(s)

Not applicable.

# Competency field

Working in Government.