



**Australian Government**

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

# **PSPPOL502A Advise on organisation policy**

**Revision Number: 3**

## PSPPOL502A Advise on organisation policy

### 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 provision of information on organisation policy. It includes developing policy guidelines for the organisation, monitoring the implementation of government or board directives, and providing feedback to policy developers on the results of monitoring and evaluating policy implementation.

In practice, advising on organisation policy may overlap with other generalist and specialist work activities such as acting ethically or complying with public sector legislation.

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.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<b>1. Develop policy guidelines for the organisation</b>	1.1 Policy intent is confirmed and existing procedures impacted by the <i>policy</i> are identified and reviewed for consistency with the policy. 1.2 Intended audience/s for <i>policy guidelines</i> is determined and the structure, language style and format are determined in accordance with organisational requirements. 1.3 Guidelines are developed in consultation with policy developer, end users and organisation approval personnel. 1.4 Guidelines are structured to take account of occupational health and safety and workplace <i>diversity</i> , and meet organisational requirements. 1.5 Guidelines are submitted and approval/s are obtained in accordance with organisational policy and procedures.
<b>2. Interpret and advise on organisation policy</b>	2.1 Policy is analysed and the intent and implications are interpreted and confirmed in accordance with organisational procedures. 2.2 Information and advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines are provided in accordance with organisational procedures. 2.3 When documentation is provided it supports the information and advice given. 2.4 Consideration of intended use and consequences is reflected in the information provided on organisational policy, and information is communicated in a manner that addresses the requirements of users.
<b>3. Monitor the implementation of organisation policy</b>	3.1 Policy feedback is gathered on implementation issues, analysed and reported in accordance with organisational procedures. 3.2 Implementation of policy is evaluated against initial criteria in implementation plan and outcomes are reported in accordance with organisational requirements. 3.3 Quality assurance mechanisms are implemented to gauge whether policy is being implemented as intended, and any unforeseen practices/consequences and action to address them are identified and reported in accordance with organisational requirements . 3.4 The environment is monitored for policy implications, and potential or impending organisation policy <i>changes</i> are identified in accordance with organisational requirements.
<b>4. Advise on policy implementation</b>	4.1 Information relating to the intended and actual outcomes of organisation policy is gathered during and following policy implementation, and analysed and reported in accordance with organisational procedures. 4.2 Suggestions for improvement, discontinuance or replacement of

**ELEMENT****PERFORMANCE CRITERIA**

organisation policy are prepared in accordance with organisational requirements.

**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:

- reading and evaluating complex and formal documents such as policy and legislation and providing information on their application
- researching, analysing and presenting information
- preparing written reports requiring precision of expression and language and structures suited to the intended audience
- working as a member of a team to consult on and confirm policy intent
- adjusting communication to suit different audiences
- responding to diversity, including gender and disability
- analysing and evaluating policy feedback
- accessing policies and legislation electronically or in hard copy
- identifying and addressing the environmental, sustainability and occupational health and safety implications of policy/s being implemented

**Knowledge requirements**

- Look for evidence that confirms knowledge and understanding of:
  - practices and procedures for developing policy guidelines
  - policy implementation processes and practices in the public sector
  - current organisation policies
  - organisation and government procedures and protocols
  - public sector code/s of ethics and code/s of conduct
  - equal employment opportunity, equity and diversity principles
  - environmental, sustainability and occupational health and safety implications of policy/s being implemented

## 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 must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
  - PSPCOM502A Develop and implement community engagement strategies
  - PSPETHC501B Promote the values and ethos of public service
  - PSPGOV502B Develop client services
  - PSPGOV503B Coordinate resource allocation and usage
  - PSPGOV504B Undertake research and analysis
  - PSPGOV505A Promote diversity
  - PSPGOV509A Conduct evaluations
  - PSPLEGN501B Promote compliance with legislation in the public sector

### Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- organisational policy advice provided in a range of (2 or more) contexts (or occasions, over time)

### Resources required to carry out assessment

These resources include:

- public sector policy and legislation
- public sector standards, procedures and protocols
- guidelines and protocols for developing policy guidelines

### 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 advising on organisation policy, including coping with difficulties, irregularities and

breakdowns in routine

- organisational policy advice provided in a range of (2 or more) contexts (or occasions, over time)

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.

***Organisation policy*** may include:

- any aspect of an organisation's business, such as policies relating to:
  - core business
  - client services
  - business structure
  - human resources
  - administration
  - financial management
  - work practices
  - training
  - information technology
  - technical/professional requirements
  - legal requirements
  - sustainability practices

***Policy guidelines*** may include:

- advice on:
  - interpretation of policy intent
  - application of principles-based policy
  - policy implementation
  - processes and procedures

***Diversity*** may include:

- age
- cultural background
- educational level
- ethnicity
- expertise
- family responsibilities
- gender
- interests
- interpersonal approach
- language
- life experience
- marital status
- personality



- physical ability
  - religious belief
  - sexual orientation
  - socio-economic background
  - thinking/learning styles
  - work experience
  - working styles
- Changes** may be caused by:
- restructure
  - changes to legal risks
  - changes in strategic direction
  - changes to legislation and whole of government policies

### **Unit Sector(s)**

Not applicable.

### **Competency field**

Policy.