Australian Government

Department of Education, Employment and Workplace Relations

PSPPOL602A Provide policy advice

Revision Number: 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPPOL602A Provide policy advice

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 policy advice to policy developers, internal policy staff, other staff, and for external queries from the government, Ministers, other public sector organisations, the public, etc. It includes interpreting and advising on public policy, and providing input to policy evaluation and review.

In practice, the provision of policy advice may overlap with other generalist and specialist work activities such as managing change, managing diversity, managing workplace safety, managing the delivery of client services, managing risk, directing the management of contracts.

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
1. **Interpret and advise on public policy**	1.1 ***Policy*** is analysed and interpretations on its intent and implications are ***provided*** in accordance with organisational procedures.
	1.2 Interpretive advice is provided on the relevant acts, regulations, procedures, codes of practice, standards and guidelines related to policy, in accordance with organisational procedures.
	1.3 Written interpretations are provided, supported by defensible evidence and reflect consideration of their intended use and consequences in accordance with legislative requirements.
	1.4 Policy advice is communicated in a manner that addresses the requirements of users.
	1.5 Policy questions referred by policy staff are resolved or ***consultative mechanisms*** are used to gain additional clarification or opinions.
2. **Provide input to policy evaluation and review**	2.1 Policy feedback data is captured and analysed to identify strengths, weaknesses, and any implementation issues in accordance with organisational requirements.
	2.2 Both planned and unintentional outcomes of policy implementation are analysed and feedback is provided against the evaluation criteria in the policy implementation plan.
	2.3 A comparison of the intended versus actual outcomes of policy implementation is prepared and provided in accordance with organisational procedures.
	2.4 The internal and external environments are monitored for policy implications, and strategies are prepared to respond to potential or impending ***policy changes*** in accordance with organisational requirements.
	2.5 Recommendations for continuous improvement, termination or succession of policies 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
- 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 an inter-agency team to consult on and validate policy
- adjusting communication to suit different audiences
- responding to diversity, including gender and disability
- dealing with different points of view and dissenting stakeholders
- accessing policies and legislation electronically or in hard copy
- identifying and addressing the environmental and occupational health and safety implications of policy/s being developed

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- policy development processes and practices in the public sector
- current policies underpinning the work area
- government procedures and protocols
- public sector code/s of ethics and code/s of conduct
- principles of community engagement in policy development
- equal employment opportunity, equity and diversity principles
- environmental and occupational health and safety implications of policy/s being developed

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*
	• *Co-requisite* units that <u>must</u> be assessed <u>with</u> this unit:*Nil*
	• *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:
	• PSPMNGT604B Manage change
	• PSPMNGT605B Manage diversity
	• PSPMNGT606B Manage quality client service
	• PSPMNGT608B Manage risk
	• PSPOHS602A Manage workplace safety
	• PSPPROC602B Direct the management of contracts
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)
	• provision of policy advice in a range of (3 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
	• precedents for policy interpretation
	• policy evaluation 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 policy, including coping with difficulties, irregularities and breakdowns in routine
	• provision of policy advice in a range of (3 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.

Policy may include:	• public policy
	• public sector policy
	• central agency policy
	• organisation policy relevant to 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

Policy advice may be provided to:	• government • Ministers • other public sector organisations • community groups • the public • policy developers • internal policy staff • other staff
Consultative mechanisms may include:	• discussion with other policy managers • seeking clarification from the policy developer • seeking legal opinion • workplace consultative committees
Policy changes may be caused by:	• machinery of government changes • a shift to designing policy around a set of government priorities not organisational structures/individual agencies • a focus on whole of government policies

- changes to legal risks
- emphasis on policy research focused on the mid to long term, as well as that developed to meet immediate needs of government
- national or international events such as:
  - change in government
  - changes in government policy
  - changes in strategic direction
  - changes in legislation
  - changes in the policies of other governments
  - changing social trends
  - economic/technological change

Unit Sector(s)

Not applicable.

Competency field

Policy.