Australian Government

Department of Education, Employment and Workplace Relations

PSPPOL603A Manage policy implementation

Release 3

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PSPPOL603A Manage policy implementation

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 interpretation of policy and the management of the policy implementation process. It includes interpreting and communicating the requirements of policy, and policy implementation.

In practice, the management of policy implementation occurs in the context of 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 communicate requirements of policy**	1.1 The expected outcomes of policy implementation are identified and explained to staff in a manner suited to their levels of understanding, experience and *specific needs*.
	1.2 *Policy* is interpreted relative to workplace responsibilities and accountabilities.
	1.3 The impact on *work activities* of policy implementation is communicated to staff.
	1.4 Staff are assisted with the interpretation of policy and its application to their work.
	1.5 Policy and its implications are explained to other stakeholders using language and materials to suit their current level of knowledge, experience and specific needs.
2. **Implement policy**	2.1 Potential or impending policy changes are identified and strategies are prepared to accommodate and communicate those changes
	2.2 Work plans are prepared in consultation with staff and management to ensure that policy is implemented as intended.
	2.3 Staff performance is monitored to ensure that it complies with policy and corrective action is taken as necessary.
	2.4 Staff are assisted in adjusting to changes in accordance with their needs and experience.

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:

- interpreting complex and formal documents such as policy and legislation, and assisting others to apply them in the workplace
- using communication to suit different audiences
- responding to diversity, including gender and disability
- accessing legislation and codes of ethics electronically or in hard copy
- preparing work plans requiring attention to detail and the interpretation and application of complex language and/or concepts
- providing leadership to the workgroup in the interpretation and implementation of policy
- identifying and addressing the environmental and occupational health and safety implications of the policy/s to be implemented

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

- range and type of policies relating to the public sector
- public sector code/s of ethics and code/s of conduct
- organisation and government procedures
- equal employment opportunity, equity and diversity principles
- environmental 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 <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) • management of policy implementation in a range of (2 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: • relevant policy and legislation • public sector standards, procedures and protocols • 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 managing the implementation of policy, including coping with difficulties, irregularities and breakdowns in routine • management of policy implementation 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.

Specific needs may include:	• educational level • preferred language • literacy or numeracy • cultural background • ethnicity • gender • preferred interpersonal approach • physical ability • thinking/learning styles • work experience • working styles
Policy may include:	• government policy • organisation policy
Work activities may include:	• processes • outcomes • priorities • client services • core business • service delivery mode/s • organisational structure

Unit Sector(s)

Not applicable.

Competency field

Policy.