Australian Government

Department of Education, Employment and Workplace Relations

PSPPOL701A Influence strategic policy

Release 3

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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 strategic leadership in the policy field. It includes monitoring and influencing policy environments, setting strategic policy directions and providing policy advice to government.
In practice, influencing strategic policy may overlap with other generalist or specialist work activities such as leading and influencing ethical practice in the public sector, providing strategic direction, defining strategic procurement directions.
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. **Monitor and influence environments where policy applies**	1.1 Problems, limitations and new opportunities in ***policy environments*** are identified in response to internal and external factors and government priorities.
	1.2 Environments are monitored and opportunities are taken to influence key opinion formers and decision makers to increase their ability to respond to government priorities.
	1.3 Methods are used to influence environments in ways that are ethical, consistent with the public sector values and policies, and sensitive to the values and practice of key opinion formers and decision makers.
2. **Set strategic policy direction**	2.1 Local, national and international monitoring is conducted of policies and trends pertinent to the medium- to long-term priorities of government.
	2.2 Strategies are implemented to develop and apply data capture mechanisms that will provide longitudinal information and trend analysis to support strategic thinking and more strategic policy development.
	2.3 Strategic policy directions are set in line with medium- to long-term government priorities and communicated to stakeholders using a variety of strategies to attract their support.
	2.4 Creative and innovative policy responses to complex social and economic issues are identified in anticipation of expected policy development initiatives.
	2.5 Productive relationships are established and maintained with ***key consultation partners*** to enable a fast policy response to emerging issues.
3. **Provide policy advice to government**	3.1 The context, purpose and audience for the policy advice is determined and ***advice*** to government is provided in the required form with the desired level of detail and complexity, balanced against the need for brevity.
	3.2 Policy advice is provided that is logical, balanced and comprehensive, analysed and presented in accordance with the purpose for which it was requested.
	3.3 Requests from government for policy advice are responded to immediately or information is provided on what steps are being taken to address the request.

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:

- undertaking environmental monitoring and influencing
- applying scenario planning
- reading and evaluating complex and formal documents such as policy and legislation
- adjusting communication to suit different audiences
- interpreting language that is high in nuance or intended to mislead in order to promote or protect interests that are concealed
- preparing written advice requiring precision of expression and language and structures suited to the intended audience
- responding to diversity, including gender and disability
- accessing policies and legislation electronically or in hard copy
- identifying and addressing the environmental, sustainability and occupational health and safety implications of policy under development

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- issues analysis and strategic policy development concepts
- multi-sectoral and multi-dimensional policy studies
- strategic thinking to promote the evolution of policy to meet changing circumstances
- integration of government, ministerial and agency priorities within the public policy environment
- principles of community engagement in policy development
- equal employment opportunity, equity and diversity principles
- environmental, sustainability and occupational health and safety implications in the policy areas under development

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: - PSPETHC701A Lead and influence ethical practice in the public sector - PSPHR703A Provide leadership in strategic human resource management - PSPHR702B Formulate a strategic human resource plan - PSPMNGT701B Provide strategic direction - PSPMNGT702A Influence and shape diversity management - PSPMNGT703A Lead and influence change - PSPMNGT704A Undertake enterprise risk management - PSPPROC703B Evaluate and improve procurement performance
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) - strategic policy influence in a range of (2 or more) contexts (or occasions, over time)
Resources required to carry out assessment	These resources include: - medium- to long-term government priorities - strategic policy scenarios - public sector legislation, policies and standards - international policies
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 influencing strategic policy, including coping with difficulties, irregularities and breakdowns in routine

- strategic policy influence 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.

Policy environments may include:	• building industry where aspects of public housing policy apply • health industry • transport • education • environment and sustainability • manufacturing • retail industry • non-government sector • global economy • emerging markets • new technologies
Key consultation partners may include:	• the public • public sector organisations • other jurisdictions • private sector organisations • union and association representatives • boards of management • international government representatives • international bodies • community groups • non-government organisations • special interest groups • key individuals of influence • industry think tanks • futurists
Advice must be:	• relevant • comprehensive • accurate • defensible • timely
Forms of advice may	• Ministerials

include:
- responses to Parliamentary questions
- briefing notes
- evidence to government committees
- issues papers
- discussion papers
- Cabinet submissions

Unit Sector(s)

Not applicable.

Competency field

Policy.