



Australian Government

Department of Education, Employment and Workplace Relations

PUADEFRM102B Interpret policy, legislation and regulations

Revision Number: 1

PUADEFMR102B Interpret policy, legislation and regulations

Modification History

Not applicable.

Unit Descriptor

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This unit covers the competency required to interpret information contained in policy, legislation and regulations related to ranges and training areas.

This competency is required by range managers for a variety of purposes including research, interpretation and the provision of information or advice within the Defence environment. The advice may relate to the use of ranges and their facilities, the suitability of training areas and the application of range safety procedures

Application of the Unit

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This unit was developed for range management and range control work within Defence but may be applicable to work in this field.

Typically, people who or apply this unit would work independently or as part of a team under direct and indirect supervision, use discretion and judgement and take responsibility for the quality of their outputs. All activities are carried out in accordance with relevant organisational policies and procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite Unit/s Nil

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and analyse information	<p>1.1 <i>Relevant policy, legislation and regulations</i> are identified to meet <i>organisation</i> information requirements</p> <p>1.2 <i>Information required</i> is obtained and analysed in accordance with <i>professional standards</i></p> <p>1.3 Outcomes of the analysis are formulated to enable options to be selected and provided</p>
2. Evaluate information	<p>2.1 Outcome of analysis is <i>interpreted</i> and appropriate advice is determined</p> <p>2.2 Advice is evaluated against specific criteria and recorded</p> <p>2.3 Information is assessed against specified criteria and recorded</p>
3. Assess issues and frame solutions	<p>3.1 Issues are assessed in accordance with professional standards</p> <p>3.2 Solutions are formulated for specified issues and provided to appropriate personnel</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

- analyse and evaluate information
- communication including verbal and non-verbal
- identify, read and interpret relevant information
- liaison
- reading and writing to a level required to interpret, analyse and formulate relevant policy, legislation and regulations
- review information

Required Knowledge

- analysis procedures
- evaluation procedures
- liaison
- relevant policies, legislation and regulations
- specialised information sources
- verbal and non-verbal communication techniques
- written communication to a level required to complete work place documentation and reports

Evidence Guide

EVIDENCE GUIDE

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EVIDENCE GUIDE

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to identify the policies, legislation and regulations that are to be interpreted, to analyse and evaluate information, and to clearly and precisely communicate this information.

Consistency in performance

Competency should be demonstrated in a range of actual or simulated workplace environments while interpreting a range of policy, legislation and regulations.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed in the workplace or in a simulated work environment, in accordance with all relevant legislation, policies, regulations and organisational requirements.

A portfolio providing a comprehensive analysis of relevant legislation, policy and regulations should also be submitted as evidence for assessment.

Specific resources for assessment

There are no specific resource requirements for this unit.

Guidance information for assessment

In all cases assessment should be supported by questions to assess knowledge and those aspects of competency which are difficult to assess directly.

Questioning techniques should suit the language and literacy levels of the candidate.

Range Statement

RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

Relevant policy, legislation and regulations may include	Federal and state/territory legislation Government policy Organisation policy Regulations within legislation
Organisation may include	Government departments or instrumentalities
Information required may include	Information for the development of policy Information for the provision of advice within the organisation range statement
Professional standards may include	Organisation standards Professional codes of practice
Interpretation may include	Consultation with subject matter experts Formulation of options Seeking of legal opinions

Unit Sector(s)

Not applicable.

Corequisite Unit/s

Co-requisite Unit/s Nil