



Australian Government

Department of Education, Employment and Workplace Relations

PUAPOLMG007A Contribute to policy formulation and revision

Revision Number: 3

PUAPOLMG007A Contribute to policy formulation and revision

Modification History

PUAPOLMG007A Release 3:	Unit Descriptor revised.
PUAPOLMG007A Release 2:	Layout adjusted. No changes to content.
PUAPOLMG007A Release 1:	Primary release.

Unit Descriptor

This unit covers the competency required to participate effectively in the formulation and revision of organisational policy.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies in instances where policy is to be formulated or revised. This unit supports the contribution of an individual to this policy formulation and revision process.

The unit embeds a solid understanding of relevant legislation, policies and procedures in the workplace in order to provide guidance.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Revise and formulate policy	1.1 Effectiveness of existing policies, legislation and guidelines is evaluated and the requirements for <i>policy development</i> are identified 1.2 Policy development activities required by the organisation are undertaken 1.3 Consideration of all <i>relevant issues</i> is reflected in participation in policy development activities
2. Contribute to policy promotion and implementation	2.1 Role and responsibility of the organisation to government and the community are used to form the basis of decision making 2.2 Advice is provided when required on implementation of the organisation's policies 2.3 Detailed knowledge of the legislation and regulatory framework is applied to work activities 2.4 Activities which assist in clarifying and promoting policy issues are identified and undertaken
3. Provide guidance on application of relevant legislation, policies and procedures in the workplace	3.1 Personnel are advised of the relevant acts, regulations, policies and guidelines which affect them 3.2 Relationship between the organisation's policies and guidelines and workplace procedures is assessed for continuing relevance 3.3 Breaches and inconsistencies in applying guidelines are reported or dealt with as required by the organisation

Required Skills and Knowledge

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

Required Skills

- apply legislation and guidelines to organisational strategies and work practices
- assess relevance of policies
- communicate in a group setting
- identify and analyse trends
- provide advice

Required Knowledge

- organisational policies and procedures (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- policy development, strategies and processes
- procedures for dealing with breaches of guidelines
- relevant legislation, regulations, policies and guidelines

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

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

Assessment must confirm the ability to:

- apply knowledge and understanding of relevant acts, regulations, policies and guidelines
- communicate to, and participate with, senior management in the policy review, formulation and implementation processes.

Consistency in performance

Competency should be demonstrated over time in a range of policy formulation and review contexts.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed over time in a range of actual or simulated workplace environments.

Specific resources for assessment

There are no specific resource requirements for this unit.

Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an industry-approved simulated work environment.

Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions.

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.

Policy development may include:

- Operational policies
- Organisational policies
- Plans
- Service-wide policies

Relevant issues may include:

- Cultural
- Economic
- Organisational
- Political
- Social

Unit Sector(s)

Not applicable.