



Australian Government

BSBMGT518 Develop organisation policy

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit covers the development or review of ‘in house’ policy in an organisation. It covers anticipating and confirming the need for policy development or review; planning the policy development process; gathering and analysing information; determining policy direction; and drafting, releasing and promoting policy.

It applies to managers who draft and review policy that is formulated to facilitate the implementation of decisions made by senior executives, business owners, and boards of management or similar.

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

Unit Sector

Management and Leadership – Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Anticipate and confirm the need for policy development or review	1.1 Identify internal and external factors, issues, events, directions or board/executive policies likely to cause changes to organisation policy 1.2 Consult with stakeholders about the likely implications and impact of these factors 1.3 Conduct a critical analysis of the need for new or revised policy against the internal/external environment and existing policies 1.4 Recommend priority areas for policy development in

ELEMENT	PERFORMANCE CRITERIA
	accordance with organisational procedures
2. Plan the policy development process	2.1 Identify and analyse risks of the issues likely to impact on the policy development process 2.2 Outline policy requirements in a policy development plan in accordance with organisational procedures
3. Gather and analyse information for policy development	3.1 Identify and engage a representative group of stakeholders in a policy network 3.2 Source, analyse and apply information required to support the policy development process 3.3 Determine and apply an analytical framework for the development of the policy
4. Determine policy direction	4.1 Develop and communicate a range of policy options and assessment criteria to enable effective evaluation 4.2 Promote specific policy options where appropriate 4.3 Recommend preferred policy option and risk treatments in accordance with the policy development plan 4.4 Obtain approvals/endorsements in accordance with the policy development plan and organisational procedures
5. Draft policy	5.1 Draft policy within an iterative process of consultation, feedback, identification of changes and re-drafting 5.2 Implement risk management processes to ensure progress against the timeframe and milestones 5.3 Include an implementation plan in the policy that details responsibilities for implementation and strategies for transition, change management, initial and ongoing training and maintenance of the policy 5.4 Include mechanisms for monitoring compliance with the policy, quality assurance and evaluation of the policy 5.5 Ensure the organisation's style and format requirements are adhered to
6. Release and promote policy	6.1 Facilitate agreement to policy via organisational channels and critical stakeholders 6.2 Fully inform all stakeholders, particularly those who will be responsible for implementing the new or revised policy 6.3 Manage fallout from dissenting stakeholders in accordance with the policy development plan

ELEMENT	PERFORMANCE CRITERIA
	6.4 Release and promote the policy in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 3.2	Analyses and interprets textual information from a range of sources to inform policy review and development
Writing	1.4, 2.3, 4.1-4.3, 5.1, 5.3, 5.4, 6.4	- Develops texts dealing with complex ideas and concepts using specialised and detailed language to convey explicit information in accordance with compliance and organisational requirements - Prepares written reports and workplace documentation that communicates strategy and intent clearly and effectively and elicits feedback
Oral Communication	1.2, 4.1, 6.2	Uses specialised vocabulary to discuss and confirm policy development requirements adjusting words and features to suit audience and context
Navigate the world of work	1.4, 2.2, 4.4, 5.5, 6.3, 6.4	Recognises, understands and applies organisational policies, procedures and protocols
Interact with others	1.2, 3.1, 4.1, 4.2, 6.1, 6.2, 6.3	Adapts personal communication style to build positive working relationships and to show acknowledgement of the opinions of others
Get the work done	1.1, 1.3, 2.1, 3.2, 3.3, 4.2, 4.3, 5.2, 6.1	Takes responsibility for planning and implementing tasks required to achieve organisational objectives, seeking advice, feedback and support as required to assist in the development, planning, review and implementation phases

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT518 Develop organisation policy	Not applicable	New unit	No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>