



Australian Government

CHCPOL001 Contribute to the review and development of policies

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged CHCPOL402C/CHCPOL301B. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to review existing policies, consult with stakeholders on potential changes and write reports to inform policy development.

This unit applies to workers who interact with clients and external stakeholders and have input to the development of organisation policies and procedures under broad guidance from others.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Review existing policies

1.1 Identify organisation policies and assess them for relevance, currency and effectiveness in current work

1.2 Identify and evaluate the impact of the broader policy context

1.3 Establish key stakeholders to be consulted about potential policy changes

ELEMENT	PERFORMANCE CRITERIA
2. Consult with others regarding change	2.1 Plan consultation methods relevant to the client group and organisation 2.2 Develop clear documentation to support the consultation process 2.3 Explain policy information to clients and other stakeholders, involving translation services according to need 2.4 Consult with clients and other stakeholders about impact of policy and potential changes 2.5 Promote informed policy debate enabling exchange of views and information between clients and other stakeholders
3. Contribute to policy advice	3.1 Collate and analyse findings of research and consultation processes 3.2 Evaluate factors impacting on quality or outcomes of research or consultation and incorporate in reports 3.3 Draft reports using language and format appropriate to audience, purpose and context 3.4 Incorporate reasoned argument and substantiated evidence into report 3.5 Provide draft report to stakeholders and decision makers for consideration 3.6 Present report in line with organisation standards

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCPOL001 Contribute to the review and development of policies

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- contributed to the review and development of policies for at least 1 organisation, taking account of:
 - broader industry or government policy context
 - legislative and regulatory impacts
- engaged in consultation with at least 3 different clients and/or external stakeholders
- prepared at least 1 report documenting findings and recommendations for the development or revision of policies and procedures

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical context (international, national, state/territory, local) for policy review and development in the sector of work:
 - codes of practice
 - duty of care
 - human rights
 - privacy, confidentiality and disclosure
 - policy frameworks
 - rights and responsibilities of workers, employers and clients

- work health and safety
- current industry developments and context for policy development
- individual organisation policies impacting on the worker, the organisation and its target groups
- ways to assess the effectiveness of current policies
- basic research methodologies and tools:
 - desk-based
 - quantitative
 - qualitative
- consultation methodologies and their appropriateness for different audiences:
 - surveys
 - interviews
 - focus groups
- type and features of documentation/information used to support consultation processes
- report formats and structures
- report writing techniques

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including organisation policies, procedures and data
- modelling of industry operating conditions, including:
 - consultation activities with real people
 - interactions with supervisors
 - presence of timelines, budgets and deadlines

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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