



Australian Government

CHCPOL002 Develop and implement policy

Release: 2

CHCPOL002 Develop and implement policy

Modification History

Release	Comments
Release 2	This version was released in <i>CHC Community Services Training Package release 3.0</i> . Amended modification history and mapping. Correction on number of element 3. Equivalent outcome.
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. 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 research, develop and implement new policy initiatives.

This unit applies to workers who are directly responsible for driving new policy directives across a business unit, team or service.

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. Research new policy initiatives

1.1 Evaluate existing policies to determine their currency and relevance

1.2 Evaluate current policy trends and their impact on policy development

1.3 Complete research and consultation in accordance with organisation policies and procedures

1.4 Facilitate open constructive discussion about policy

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

issues and their possible resolution

2. Draft policies

2.1 Select and use policy formats and structures suited to policy users

2.2 Draft policies that reflect the culture, values and objectives of the organisation

2.3 Clearly and logically articulate policy requirements and other information that supports policy statements

2.4 Develop plans for policy resourcing, implementation and review

3. Test draft policies

3.1 Develop and implement consultation mechanisms for draft policies

3.2 Identify policy implementation issues with key stakeholders

3.3 Modify draft policies according to outcomes of consultation

3.4 Give sufficient notice to those affected by policy changes

4. Develop policy proposals

4.1 Prepare policy materials that support implementation and facilitate stakeholder understanding and acceptance of changes

4.2 Present policy proposals to decision-makers according to organisation requirements

4.3 Seek and gain formal approval according to organisation requirements

5. Implement and review policies

5.1 Develop policy implementation plan that maximises impact of new and revised policies

5.2 Develop and use strategies that facilitate wide promotion and dissemination of policy information

5.3 Implement evaluation plan to ensure ongoing review of policies

5.4 Review policies in accordance with organisation

ELEMENT

Elements define the essential outcomes

PERFORMANCE CRITERIA

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

policies and procedures

5.5 Obtain and respond to stakeholder feedback during marketing, promotion and implementation of policies and use learning to inform further review of policies

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 CHCPOL002 Develop and implement policy

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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:

- researched, drafted, developed and implemented at least 1 policy initiative for at least 1 business unit or organisation
- engaged in consultation with at least 3 different stakeholders, including:
 - individuals
 - groups or organisations

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 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, including funding body requirements
- policy trends at global, national, state/territory and local levels
- organisation strategic focus and philosophy within which policies are developed
- key stakeholders at local, state/territory and national level
- principles and practices of policy development and implementation:
 - research - methodologies and tools
 - consultation
 - methodologies and appropriateness for different audiences
 - types and features of documentation/information used to support consultation
 - stakeholder engagement and management
 - approval processes
 - structures and formats for policy documents
 - implementation considerations and processes
 - evaluation and review
- 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 and procedures
 - organisation data
- modelling of industry operating conditions, including:
 - consultations with organisation stakeholders
 - interactions with management and decision-makers

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

Links

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