



Australian Government

Department of Education, Employment and Workplace Relations

CHCPOL2A Contribute to policy development

Release: 1

CHCPOL2A Contribute to policy development

Modification History

Not applicable.

Unit Descriptor

Developing and analysing policies which impact on the client group and the work of the organisation.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

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Element	Performance Criteria
1 Review existing policies	1.1 Relevant organisational and other policies are identified and assessed for their relevance and effectiveness to the organisation's objectives 1.2 Clients and other stakeholders are consulted about their views on policies 1.3 Reviews of policies are documented and presented in a format appropriate to the purpose of the review, the context, and the receiver
2 Contribute to research for policy advice	2.1 Research and consultation strategies appropriate to the worker's role in the research process are identified, planned and implemented within time frames, resource constraints and agreed processes 2.2 Research and consultation outcomes are collated, reported and presented in a format appropriate to the research process, the purpose of the research, the context and the receiver 2.3 Factors impacting on the quality or outcomes of the research or consultation are identified and incorporated in reports
3 Provide briefing materials on policy issues	3.1 Briefing materials are prepared as required in a format appropriate to the audience, the purpose and the context 3.2 On the worker's and organisation's role and expertise are drawn on for briefing materials 3.3 Reasoned argument and evidence are incorporated into briefing materials
4 Promote informed policy debate	4.1 Strategies to stimulate informed debate appropriate to the worker's role in policy development, community education or client service delivery are identified in consultation with other workers and management 4.2 Strategies to stimulate informed debate are implemented within time frames, resource

allocations and agreed processes

- 4.3 Where necessary, strategies are implemented to translate policy materials into language/s easily understood by clients and other stakeholders
- 4.4 Strategies are developed which enable exchange of views and information between policy initiators, clients and other stakeholders

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical aspects of assessment:

Application to policies within own organisation
Application to policies within networks or associations
Policies directly related to own work role and areas of expertise
Application for target groups relevant to the organisation
Involvement with stakeholders relevant to the organisation and the policy issue under consideration

Interdependent assessment of units:

This unit may be assessed with CHCPOL3A - Undertake research activities.

Essential knowledge:

Organisational policies impacting on the worker, the organisation and its target groups
Government and other policies impacting on the issue under consideration, and the organisation and its target groups
The contexts for policies, people and the organisation
Research and consultation techniques
The limits of the worker's own role and competence and the organisation's role

Essential skills:

Analysis of evidence and arguments
Reasoning, including identification of implications and consequences of particular courses of action
Applied consultation and research methodologies
Report writing, including translation of complex concepts into simple language or images
Public speaking addressing a group
Group participation

Resource implications:

Access to appropriate workplace where assessment can be conducted or
Simulation of realistic workplace setting for assessment

Consistency in performance:

Assessment may include observations, questioning and evidence gathered from the workplace
It is recommended that assessment take place on one or more than occasions to enable assessment of all aspects of policy development to take place

Context of assessment:

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions. This may include the use of languages other than English and alternative communication systems.

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Range Statement

Policies are those which are relevant to the delivery of services by the organisation and could include those developed internal or external to the organisation.

Research undertaken could be:

Survey

Qualitative

Quantitative

Information gathering and consultation techniques may include:

Interview structured, semi-structured and unstructured, group and individual

Conversation by phone or face to face

Observation and listening

Collection of materials, e.g. printed material and videos

Attendance at workshops, meetings and forums

Questionnaires and other basic survey instruments

Strategies to promote informed debate will involve:

Employing a range of communication styles, modes and media

Employing any of the consultation techniques identified in the Range Statement

Employing networking strategies

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Unit Sector(s)

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