



Australian Government

Department of Education, Employment and Workplace Relations

CHCMGT802C Manage policy development

Release: 1

CHCMGT802C Manage policy development

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to establish, coordinate and promote strategic policy development in the context of changing social and political environment

Application of the Unit

Application

This unit may apply in a range of community service contexts

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Identify future directions in organisation services

- 1.1 Analyse major social issues impacting on service provision and interpret effects on service provision
- 1.2 Establish liaison with key stakeholders to identify future directions, coordinate the organisation's responses to emerging issues and ensure effective communication
- 1.3 Assess relevance of agency services to high need individuals and groups and prepare advice in an ongoing manner
- 1.4 Closely monitor key national and state policies for relevance

2. *Manage policy development*

- 2.1 Develop broad agency directions and corporate goals using appropriate consultation processes
- 2.2 Assess organisation policy against broad directions for relevance, gaps and compliance and identify any priorities and processes for reviewing, amending or developing policy
- 2.3 Identify and secure resource requirements for policy development and marketing

ELEMENT**PERFORMANCE CRITERIA****3. Advocate for appropriate policy development**

3.1 Determine strategies consistent with agency role and principles and promote within the organisation and externally as appropriate

3.2 Select advocacy strategies and reporting mechanisms and use to target key decision-makers and others with influence in the identified policy area

3.3 Ensure selected advocacy strategies and reporting mechanisms reflect organisation's perspectives and position

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Consultation models
- Organisation strategic plans
- Policy development models/systems
- Relevant legislation, government discussion papers
- Relevant major conferences, seminars papers

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Identify future directions in organisation services including:
 - awareness of the range of social, economic, political movements and direction with government, non-government and community contexts
 - analysis of trends

REQUIRED SKILLS AND KNOWLEDGE

- impact on the organisation
- Manage policy development including:
 - developing and facilitating appropriate consultations
 - evaluating existing policy
 - identifying gaps
 - processes to facilitate development

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Demonstrate application of skills in:
 - environmental scanning
 - strategic thinking/decision-making
 - advocacy
 - high level of written/oral work
 - networking
 - resource management
 - analysis
 - marketing
- Develop and promote strategies to address environmental responsibility and sustainable practice issues

Evidence Guide

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills

EVIDENCE GUIDE

demonstrate this unit of competency:

- 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
- It is recommended that assessment address all aspects of managing policy development

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Resource requirements for assessment of this unit include access to:
 - an appropriate workplace where assessment can take place, or simulation of realistic workplace setting for assessment

Method of assessment:

- Assessment may include observations, questioning and evidence gathered from the workplace

Range Statement

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. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

The contexts for managing policy development include:

- Government, non-government and community based agencies
- Policy development functions
- Policy developments as part of overall management responsibility

Manage policy development will be carried out within requirements established by:

- Client needs
- Community driven changes, perceived needs
- Government and political directions
- Organisation mission, objectives, outcomes and philosophies
- State and commonwealth legislation

Unit Sector(s)

Not Applicable