



Australian Government

Department of Education, Employment and Workplace Relations

CHCPOL504B Develop and implement policy

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to develop and apply policy initiatives in the workplace

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

1. Research and consult with others to develop policies

PERFORMANCE CRITERIA

- 1.1 Evaluate existing organisation, government and other policies relevant to issue to determine their currency and relevance for organisation and its clients
- 1.2 Undertake *appropriate research* and consultation to contribute to policy development and document in accordance with organisation policies and procedures
- 1.3 Consult relevant *stakeholders* throughout policy development process to ensure relevance and acceptance of the product
- 1.4 Provide appropriate mechanisms to facilitate open constructive discussion about policy issues and their possible resolution
- 1.5 Develop policies that reflect the culture, values and objectives of the organisation
- 1.6 Ensure policies include implications for resourcing implementation and review mechanisms

ELEMENT**PERFORMANCE CRITERIA****2. Test draft policies**

- 2.1 Develop an appropriate consultation plan and implement to test and review draft policies
- 2.2 Discuss policy implementation issues, including monitoring and evaluation processes, with relevant personnel and modify policy as appropriate
- 2.3 Notify those affected by changes to policies in time to take remedial action

3. Develop policy materials

- 3.1 Prepare policy materials in a format and style to facilitate understanding and implementation of the policy
- 3.2 Develop policy proposals that acknowledge a range of sources, interest groups and applications

4. Implement and review policies

- 4.1 Develop and follow policy implementation plan maximise impact of new and revised policies
- 4.2 Develop and utilise strategies to ensure wide dissemination of policy information
- 4.3 Develop and implement evaluation plan to ensure ongoing review of policies and maximise input from clients and stakeholders
- 4.4 Review policies in accordance with organisation policies and procedures
- 4.5 Promote policies relevant to the organisation's operation to key clients and stakeholders in an appropriate manner utilising a range of strategies
- 4.6 Utilise feedback received during marketing and promotion to review policies

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:

- Principles and practices of policy development
- Relevant policy at global, national, state, regional and local levels
- Key stakeholders at local, national and state level
- Organisation consultation processes
- Evaluation and review processes
- Organisation business and corporate plans and philosophy
- Funding bodies and their requirements

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Undertake consultation with others
- Test draft policies before implementation
- Review policies for their effectiveness once implemented

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:
 - documentation and report writing
 - policy development
 - research and consultation
 - promotion

REQUIRED SKILLS AND KNOWLEDGE

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 demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- 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
- Assessment must include all stages of developing and implementing policy

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

EVIDENCE GUIDE

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.

Appropriate research may include:

- State, national or local level
- Written or oral sources of information

RANGE STATEMENT

Stakeholders may include:

- Colleagues
- Clients
- Families and significant others
- Other organisations
- Funding bodies
- Community groups
- Management
- Government agencies

Unit Sector(s)

Not Applicable