



Australian Government

DEFFIN013 Provide advice on complex policy matters

Release: 1

DEFFIN013 Provide advice on complex policy matters

Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide specialist policy advice.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management activities.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform complex tasks in familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Interpret financial policy **1.1** Receive requests for advice and research relevant policy

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|---------------------------|------------|--|
| | 1.2 | Analyse policy and provide interpretations on its intent and implications |
| | 1.3 | Develop interpretive advice on the relevant Acts, regulations, procedures, codes of practice, standards and guidelines |
| 2 Advise on policy | 2.1 | Provide written interpretations that are supported by defensible evidence and reflect consideration of their intended use and consequences |
| | 2.2 | Communicate policy advice in a manner that addresses the requirements of users |
| | 2.3 | Record policy advice for future reference |

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>

Assessment Requirements for DEFFIN013 Provide advice on complex policy matters

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- accessing relevant policies and legislation electronically or in hard copy
- developing and understanding legal and policy interpretation techniques
- providing clear, concise advice on policy matters
- researching, analysing and presenting information
- structuring communication based on the audience
- understanding and evaluating complex and formal documents.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational structure, and the business requirements of organisational areas
- relevant underlying legislative requirements governing financial management.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations

- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

Links

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