



Australian Government

Department of Education, Employment and Workplace Relations

LGADMIN420A Contribute to policy development

Release 2

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Modification History

LGADMIN420A Release 2: Layout adjusted.

LGADMIN420A Release 1: Primary release.

Unit Descriptor

This unit covers analysing policies that impact on the client group and the work of the organisation, undertaking research and preparing briefing papers. The unit is appropriate for council employees who assist in the development of policy formulation.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Review existing policies	1.1 Relevant organisational and other policies are identified and assessed for their relevance and effectiveness in regard to the organisation's objectives. 1.2 Relevant stakeholders are consulted about their views on policies. 1.3 Reviews of policies are documented and presented in a format that is in accordance with organisational protocols.
2. Contribute to research for policy advice	2.1 Objectives of research are clearly defined and consistent with organisational requirements. 2.2 Research and consultation strategies appropriate to the research process are identified, planned and implemented within required time frames, resource constraints and agreed processes. 2.3 Factors impacting on the quality or outcomes of the research or consultation are identified and incorporated in reports. 2.4 Conclusions are supported by evidence and contribute to policy development.
3. Prepare briefing papers on policy issues	3.1 Briefing papers are prepared as required in a format appropriate to the audience, the purpose and the context. 3.2 Reasoned argument and evidence are incorporated into briefing papers. 3.3 Briefing papers are distributed according to organisational requirements. 3.4 Feedback and comments on suitability and appropriateness of recommendations is obtained in accordance with organisational requirements.
4. Promote informed policy debate	4.1 Strategies to stimulate informed debate are identified in consultation with colleagues and management. 4.2 Strategies to stimulate informed debate are implemented within required time frames, resource allocations and agreed processes. 4.3 Strategies are developed that enable exchange of views and information between policy initiators, clients and other stakeholders. 4.4 Recommendations for policy options are made, based on informed debate.

Required Skills and Knowledge

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

Required Skills

- analytical and research
- decision making
- evaluation
- communication and consultation
- marketing and negotiating
- ability to work in a team
- ethics and accountability
- networking
- literacy
- proofreading and editing
- writing skills
- problem solving

Required Knowledge

- local government processes, policies and priorities
- organisational processes, policies and priorities
- state and federal government processes, policies and priorities
- contexts for policies, people and the organisation
- procedures to analyse information to identify patterns and trends
- qualitative and quantitative processes
- information management systems and methods
- briefing paper writing and data presentation
- research processes and strategies

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- review policies for effectiveness and relevancy to the organisation's current and future operations
- analyse and interpret data to support policy development
- prepare briefing papers to present a reasoned argument, including the identification of implications and consequences of particular courses of action
- involve all stakeholders in an informed debate to provide recommendations for policy options.

Context of assessment

Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement.

Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package.

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment.

Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

Relationship to other units(prerequisite or co-requisite units)

To enable holistic assessment this unit may be assessed with other units that form part of the job role.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or

Evidence required for demonstration of consistent performance

supervisor.

Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.

Resource implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Relevant organisational and other policies</i> may include:	• human resources • administration • financial management • work practices • training • information technology • sustainability • customer service
<i>Objectives of research</i> may include:	• hypothesis testing • situational diagnosis • identification of trends • process mapping • comparative analysis
<i>Research and consultation strategies</i> may include:	• group and individual structured, semi-structured and unstructured interviews • conversations (phone or face to face) • observing and listening • attending workshops, meetings and forums • reviewing documentation • interviewing colleagues and clients • focus groups • analysing data
<i>Factors</i> may include:	• assumptions • resources • organisational policies and procedures • time • competencies of client group • organisational objectives • methods of data analysis • quality assurance system • technology.
<i>Strategies to stimulate informed debate</i> may include:	• employing a range of communication styles, modes and media • employing a range of consultation techniques • employing networking strategies

Unit Sector(s)

Administration