



Australian Government

Department of Education, Employment and Workplace Relations

LGADMIN526A Coordinate policy development

Release 2

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Modification History

LGADMIN526A Release 2: Layout adjusted.

LGADMIN526A Release 1: Primary release.

Unit Descriptor

This unit covers coordinating policy development processes including monitoring existing organisational policies, managing policy evaluations and providing policy advice. The unit is suitable for managers within the organisation.

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. Monitor existing organisational policies	1.1 Evaluation criteria are identified and established to determine appropriateness of <i>existing organisational policies</i>. 1.2 Operational staff and key stakeholders are consulted on existing organisational policies in line with evaluation criteria and organisational requirements. 1.3 Mechanisms are established to provide ongoing monitoring of organisational policies. 1.4 Existing policies are analysed against evaluation criteria. 1.5 <i>Policy development requirements</i> are identified and defined in terms of context, issues to be addressed, expected outcomes, possible complications, precedents and stakeholders. 1.6 Priority areas for policy development are recommended in accordance with organisational requirements.
2. Prepare policy advice	2.1 Policy development parameters, procedures, resources and time frames are established and confirmed. 2.2 <i>Consultation processes</i> with clients, staff and external personnel are developed and utilised. 2.3 Interorganisational cooperation in policy development is sought as appropriate. 2.4 <i>Analytical framework</i> for the development of an appropriate organisational policy is determined. 2.5 Relevant factors such as change management are considered in the development of policy advice.
3. Present and promote policy advice	3.1 Recommendations for policy options are presented and promoted to management according to organisational requirements. 3.2 An appropriate method of implementation is identified and agreed upon following approval of selected options. 3.3 Stakeholders are informed of the nature of policy changes, expected outcomes, issues, expected costs, time lines and contextual factors. 3.4 Where necessary the selected policy option is marketed to stakeholders. 3.5 Processes are developed to enable the ongoing evaluation and monitoring of policy options. 3.6 Processes are developed to review the policy development strategies within the organisation.

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
- networking
- literacy
- proofreading and editing
- writing
- problem solving

Required Knowledge

- state or federal government processes, policies, procedures and priorities
- local government processes, policies, procedures and priorities
- organisational processes, policies and procedures
- contexts for policies, people and the organisation
- procedures to analyse information to identify patterns and trends
- quantitative and qualitative processes
- information systems and methods
- policy writing
- presentation methods
- ethics and accountability
- 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:

- monitor existing organisational policies to provide periodic status reports to decision makers on the relevance of policies, policy gaps and recommended enhancements
- coordinate the policy development process by establishing parameters and procedures, supporting policy activities and monitoring resource allocations
- formulate organisational policy advice for consideration by decision makers
- communicate policy decisions to stakeholders

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 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 supervisor
Evidence required for demonstration of consistent performance	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>Existing organisational policies</i> may include:	• human resources • administration • financial management • work practices • training • information technology • technical and professional requirements
<i>Policy development requirements</i> may include:	• alignment to social, political, environmental and economic trends • changes to avoid discrimination • outcomes of assessment of actual and potential impacts of policy on the organisation • providing connections to other policies and legislation • relevance of policies • policy gaps • enhancements
<i>Consultation processes</i> may include:	• a range of communication styles, modes and media • lobbying strategies • consultation strategies • networking strategies
<i>Analytical framework</i> may include:	• best practice • incremental • radical transformation

Unit Sector(s)

Administration