



Australian Government

PSPGEN030 Provide support to Parliament

Release: 1

PSPGEN030 Provide support to Parliament

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV409A Provide support to Parliament. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.

This unit applies to those working in generalist and specialist roles within the public sector.

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.

Those undertaking this unit would work independently, performing complex tasks in a range of familiar contexts.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Exercise Parliamentary protocols	1.1 Identify confidential and sensitive issues and maintain confidentiality. 1.2 Identify and apply Parliamentary conventions and traditions according to the occasion, location and participants. 1.3 Identify and adhere to strict protocols for Parliament, and assist others in the application of these protocols in accordance with required behaviour. 1.4 Assess situations and conduct self to suit the occasion. 1.5 Assess situations where apparently conflicting protocols might apply and decide on appropriate action, or refer for advice.
2. Provide secretariat services	2.1 Identify the scope and type of committee, and the Chair's role and responsibilities to ensure the provision of advice and administrative support meets committee requirements. 2.2 Provide administrative services to support the committee system and the individual inquiries. 2.3 Provide briefing papers for meetings and information gathering activities in the timeframe set by the relevant committee. 2.4 Provide drafting services that result in reports that are well structured, defensible, based on comprehensive and balanced information and meet organisational requirements for style, language and content. 2.5 Implement strategies to ensure the effective promotion of committee reports.
3. Research and present information and advice	3.1 Conduct research to respond to requests for information and/or advice and to support the information gathering activities of committees. 3.2 Determine the context, purpose and audience for the information and/or advice and develop a research methodology to suit. 3.3 Analyse policy and legislation, search databases and conduct interviews as required to obtain the necessary information in accordance with the research methodology. 3.4 Provide, analyse and present information and/or advice. 3.5 Respond to requests for information and/or advice or provide information on what steps are being taken to address the request.
4. Assist in the preparation of proposed legislation	4.1 Provide administrative services to support departmental processes for the preparation and submission of proposed legislation. 4.2 Provide administrative services to support the Parliamentary and Cabinet process for the enacting of legislation. 4.3 Provide administrative support to assist with the drafting of amendments and Private Members' Bills.

5. Provide community liaison and Parliamentary relations services	5.1 Implement strategies to promote public awareness of, and participation in, committee inquiries. 5.2 Promote inter Parliamentary relations through the provision of advice and support that facilitates the conduct of Parliament's regional and international affairs. 5.3 Assist incoming and/or outgoing delegations and Parliamentary visitors in accordance with the agreed program and visit objectives. 5.4 Facilitate international cooperation through provision of assistance and information.
6. Present seminars	6.1 Update seminar content and supporting documentation and tailor to meet specific audience needs and interests. 6.2 Provide information and education services to promote public knowledge and awareness of, and interaction with, the Parliament. 6.3 Seek feedback from seminar participants to gauge satisfaction and suggestions for improvement, and act on recommendations.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV409A Provide support to Parliament.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN030 Provide support to Parliament

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- interacting and communicating with Members of Parliament, the community and other stakeholders, targeting language and content to suit the audience and purpose
- questioning to clarify research and/or information requests
- using a variety of research skills, methodologies, strategies and information databases
- applying statutory interpretation of Acts, Bills and subordinate legislation
- preparing research reports using complex language structures and terminology and requiring precision of expression and a balance between brevity and detail

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of the knowledge demonstrated must be appropriate to the job context of the candidate.

- Westminster System
- separation of powers
- system of government (bicameral/unicameral Parliament)
- role and functions of Parliament
- role and structures of Parliamentary committees
- application of statutory requirements imposed by central agencies, including Treasury, Premiers, Prime Minister and Cabinet
- Parliamentary practices and procedures, including petitions, Ministerial statements, Question Time, Questions without Notice, Questions on Notice, debates, Hansard reporting

- Parliamentary protocols and ethical requirements
- standing and session orders
- Members' roles in political process
- Members' interest resolution
- Parliamentary process and how it affects operational objectives and timeframes
- Cabinet processes
- Bill to Act process
- budget and estimates processes
- balance of power
- e-petitions
- machinery of Government and administrative arrangements
- document purposes – to persuade, inform, stimulate discussion
- plain English standards
- work health and safety procedures relating to the Parliamentary environment

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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