



Australian Government

Assessment Requirements for PSPGEN081 Provide public affairs writing and editorial services

Release: 1

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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 Assessment Requirements created drawing upon specified assessment information from superseded unit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.

- applying legislation, regulations and policies relating to the preparation public affairs materials
- researching, writing, and correctly targeting publications in diverse genres
- working with others to maintain standards in organisational publications
- interpreting complex issues and putting them into briefing format
- writing clear, well-researched speeches and statements for diverse audiences
- applying procedures relating to work health and safety and the environment in the context of public affairs

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 knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and the environment, regulations, policies, procedures and guidelines relating to the preparation and security of written information in the public sector
- legislation relating to libel, slander, copyright, privacy, confidentiality
- critical analysis of complex information in a government/organisational context
- politically and culturally sensitive issues for the organisation
- organisational requirements for publications and speeches
- government style manual requirements

- government protocol
- interpretive and journalistic writing styles
- speechwriting
- grammar and spelling
- equal employment opportunity, equity and diversity principles

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.

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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