



Australian Government

Assessment Requirements for PSPGEN099 Undertake negotiations

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN049 Undertake negotiations.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- apply legislation, regulations and policies relating to negotiating in the public sector
- communicate with diverse stakeholders including the other party, team members and senior management
- communicate by listening, questioning, establishing rapport and responding
- apply decision-making and problem-solving
- adjust quickly to new information or unexpected questions and attitudes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, regulations, policies, procedures and guidelines relating to negotiations in the public sector
- sources of organisational information
- delegations and lines of authority
- decision-making
- negotiation techniques
- conflict resolution
- recordkeeping requirements for negotiations.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, policy, procedures and protocols relating to negotiation
- resources and equipment of the working environment.

Assessors must satisfy the Standards for Registered Training Organisations' 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>