



Australian Government

PSPGEN111 Apply government processes

Release: 1

PSPGEN111 Apply government processes

Modification History

Supersedes and is not equivalent to PSPGEN043 Apply government processes.

Application

This unit describes the performance outcomes, skills and knowledge required to apply government processes in the public sector and similar environments including statutory authorities.

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

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

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Apply knowledge of organisational functions.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Access and apply up-to-date information relating to the structure and functions of the organisation.
- 1.2. Identify appropriate persons to ensure correct levels of authority are utilised within the organisation.
- 1.3. Identify areas of work where delegations apply and confirm delegation levels.
- 1.4. Obtain approvals in the workplace in accordance with organisational delegations.

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| 2. Apply knowledge of protocols. | 2.1. Identify, access and apply up-to-date information relating to government protocols.
2.2. Observe protocols in dealings with other organisations and with persons from within and outside the organisation.
2.3. Adhere to written protocols, formats and standards in writing documents. |
| 3. Apply information relating to the impacts of change on processes. | 3.1. Identify, access and apply up-to-date information relating to changes in processes relevant to work responsibilities including Machinery of Government.
3.2. Identify ambiguity in the structure and function of the organisation or work area because of past, present or future changes and seek and implement advice on required outcomes for the transition period.
3.3. Manage role ambiguity because of past, present or future changes. |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	access and apply information from complex formal documents.
Oral communication skills to:	participate in a variety of exchanges in a diverse workforce.

Unit Mapping Information

Supersedes and is not equivalent to PSPGEN043 Apply government processes.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPGEN111 Apply government processes

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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:

- locate and access information
- acquire, retain and recall information
- apply information and protocols
- discard redundant information
- deal with ambiguity and governance changes or Machinery of Government.

Knowledge Evidence

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

- requirements of legislation relating to the organisation
- codes of ethics, codes of conduct and statements of values relating to the organisation
- Australian systems of government:
 - division of powers
 - separation of powers
- role and function parliament:
 - parliamentary structures:
 - bicameral
 - unicameral
- role and structures of parliamentary committees
- application of statutory requirements imposed by central agencies
- parliamentary procedures, including:
 - accountability measures including estimates and enquiries
 - ministerial statements
 - question time protocols
- parliamentary process and how it affects operational objectives and timeframes
- administrative arrangements as relevant to own job role, including Machinery of Government
- role and function of government departments and statutory bodies in relation to allocation of functions, responsibilities and authorities.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, policies, procedures and protocols
- organisational structures
- governance information, including Machinery of Government.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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