



**Australian Government**

# **PSPPCY001 Contribute to policy development**

**Release: 1**

## PSPPCY001 Contribute to policy development

### Modification History

| Release | Comments                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPOL401A Contribute to policy development.</p> <ul style="list-style-type: none"><li>• Unit code updated</li><li>• Content and formatting updated to comply with new standards</li><li>• All PC transitioned from passive to active voice</li></ul> |

### Application

This unit describes the skills required to contribute to the consultative and validation stages of policy development, provide feedback and contribute to the review of policy.

This unit applies to public sector staff and other stakeholders whose roles include contributing to the policy development process.

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, and as part of a team, with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar contexts.

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

### Competency Field

Policy

### 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.                                                                                                                                                                                                                                                                                          |
| <b>1. Contribute to the consultative phase of policy development</b> | <p>1.1 Identify and respond to opportunities to contribute to policy development.</p> <p>1.2 Communicate information on the policy development process, timelines and expected outcomes to interested parties.</p> <p>1.3 Gather, record and provide information on policy requirements and existing policies and procedures likely to be impacted.</p>                                                                      |
| <b>2. Contribute to the validation stage of policy development</b>   | <p>2.1 Analyse draft policy and the likely implications for government service delivery in consultation with those likely to be affected.</p> <p>2.2 Evaluate and record draft policy implications for work processes and outcomes.</p> <p>2.3 Identify and record likely implementation issues, dissenting stakeholders and transition requirements.</p> <p>2.4 Provide feedback supported by evidence on draft policy.</p> |
| <b>3. Provide feedback on policy development</b>                     | <p>3.1 Gather, store and analyse information relating to the process of policy development.</p> <p>3.2 Provide oral or written feedback to the policy developer.</p>                                                                                                                                                                                                                                                         |
| <b>4. Contribute to the review of policy</b>                         | <p>4.1 Gather, record and analyse information relating to the expected outcomes of the policy before, during and/or following policy implementation.</p> <p>4.2 Identify and report unanticipated consequences of policy implementation and suggestions for dealing with them.</p>                                                                                                                                           |

## 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 PSPPOL401A Contribute to policy development.

## 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 PSPPCY001 Contribute to policy development

## Modification History

| Release | Comments                                                                                                                                                                                                                                                                                              |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | <p>These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.</p> <ul style="list-style-type: none"><li>Assessment Requirements created drawing upon specified assessment information from superseded unit</li></ul> |

## Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. The candidate must demonstrate evidence of performance of the following on at least one occasion:

- reading and evaluating complex and formal documents
- making judgments on impact of policy and legislation on the organisation
- consulting on and validating policy
- adjusting communication to suit different audiences
- undertaking research involving collecting and analysing data for evaluation
- preparing written reports

## 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.

- current policies underpinning the work area
- the policy cycle
- organisation and government processes and procedures
- public sector code/s of ethics and code/s of conduct
- principle of community and stakeholder engagement in policy development

## 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**

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