



Australian Government

PSPPCY007 Advise on organisation policy

Release: 1

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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 PSPPOL502A Advise on organisation policy. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to provide advice on organisation policy. It includes developing policy guidelines for the organisation, monitoring the implementation of government or board directives, and providing feedback to policy developers.

This unit applies to public sector staff required to provide advice on policy.

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, while performing complex task in familiar context.

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 the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Develop policy guidelines for the organisation	1.1 Confirm policy intent and identify and review existing procedures impacted by the policy for consistency with the policy. 1.2 Determine intended audience for policy guidelines as well as structure, language style and format. 1.3 Develop guidelines in consultation with policy developer, end users and organisation approval personnel. 1.4 Submit guidelines and obtain approval.
2. Interpret and advise on organisation policy	2.1 Analyse policy and interpret and confirm the intent and implications. 2.2 Provide information and advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines. 2.3 Ensure provided documentation supports the information and advice given and reflects consideration of intended use and consequences.
3. Monitor the implementation of organisation policy	3.1 Gather, analyse and report policy feedback on implementation issues. 3.2 Evaluate implementation of policy against initial criteria in implementation plan and report outcomes. 3.3 Implement quality assurance mechanisms to monitor policy implementation. 3.4 Identify and report any unforeseen practices and action. 3.5 Monitor the environment for policy implications, and identify potential or impending organisation policy changes.
4. Advise on policy implementation	4.1 Gather, analyse and report information relating to the intended and actual outcomes of organisation policy during and following policy implementation. 4.2 Prepare suggestions for improvement, discontinuance or replacement of organisation policy.

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 PSPPOL502A Advise on organisation policy.

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 PSPPCY007 Advise on organisation policy

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.

- reading and evaluating complex and formal documents and providing information on their application
- researching, analysing and presenting information
- preparing written reports
- consulting on and confirming policy intent
- analysing and evaluating policy feedback

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.

- practices and procedures for developing policy guidelines
- policy implementation processes and practices in the public sector
- current organisation policies
- organisation and government procedures and protocols
- public sector code/s of ethics and code/s of conduct

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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