



Australian Government

PSPPCY008 Develop public 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 PSPPOL601A Develop public 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 develop or review public policy, to enable the implementation of government objectives. For the purposes of this unit, public policy includes government policy affecting all Australians and public sector policy that is not restricted to a particular organisational structure or individual organisation. The unit includes anticipating and confirming the need for public policy development or review and planning the policy development process; gathering and analysing information; determining policy direction; drafting, gaining agreement for, and disseminating public policy.

This unit applies to those working as public sector staff required to develop 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 tasks 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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Assess the need for public policy development or review	1.1 Identify events, issues or government policies likely to lead to changes to public policy. 1.2 Identify and prioritise the likely implications and impact of factors that might require public policy development in consultation with stakeholders. 1.3 Conduct a critical analysis of the need for new or revised public policy that includes a scan of both internal and external environments, checks related policies for context and identifies other public policy likely to be impacted. 1.4 Recommend priority areas for public policy development or review. 1.5 Confirm the need for public policy development or review and detail supporting evidence.
2. Plan public policy development process	2.1 Confirm the approving authority. 2.2 Identify and analyse issues likely to impact on the policy development process and address them in policy development planning. 2.3 Develop a policy development plan outlining public policy requirements.
3. Gather and analyse information for public policy development	3.1 Identify and engage stakeholders through the establishment and maintenance of a public policy network. 3.2 Gather, analyse and interpret information required. 3.3 Determine and apply an analytical framework.
4. Determine public policy direction	4.1 Obtain strategic input from high-level staff. 4.2 Develop a range of policy options and criteria for choice and communicate to those responsible for selecting the policy direction. 4.3 Determine risk treatments and identify a preferred public policy option. 4.4 Obtain approvals and endorsements.
5. Draft public policy	5.1 Draft public policy using a cyclical process of consultation, feedback, identification of changes and redrafting. 5.2 Implement risk management processes to ensure progress against the timeframe and milestones. 5.3 Develop an implementation plan that details responsibilities for

	implementation and strategies for transition, change management, and initial and ongoing training and maintenance of the policy. 5.4 Develop mechanisms for monitoring compliance with the policy, quality assurance of the policy, and for evaluation of the policy. 5.5 Develop the policy.
6. Release and promote public policy	6.1 Obtain agreement and clearance for public policy through required channels, and with critical stakeholders. 6.2 Ensure all stakeholders, particularly those who will be responsible for implementing the new or revised policy, are informed of the outcomes, and manage issues from dissenting stakeholders. 6.3 Release and promote the policy. 6.4 Provide advice to those affected by policy changes.

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 PSPPOL601A Develop public 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 PSPPCY008 Develop public 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 researching, analysing and presenting information
- preparing written reports
- consulting on and validating policy
- dealing with different points of view and dissenting stakeholders

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.

- policy development processes and practices in the public sector
- current policies underpinning the work area
- government procedures and protocols
- public sector code/s of ethics and code/s of conduct
- principles of community 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.

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