



Australian Government

PSPPCY009 Provide policy advice

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 PSPPOL602A Provide policy advice. • 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 policy advice to policy developers, internal policy staff and other staff, and for external queries from the government, Ministers, other public sector organisations and the public. It includes interpreting and advising on public policy, and providing input to policy evaluation and review.

This unit applies to those working public sector staff working in policy development.

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	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. Interpret and advise on public policy	1.1 Analyse policy and provide interpretations on its intent and implications. 1.2 Provide interpretive advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines related to policy. 1.3 Provide written interpretations supported by defensible evidence and reflect consideration of their intended use and consequences. 1.4 Communicate policy advice. 1.5 Resolve policy questions referred by policy staff or use consultative mechanisms to gain additional clarification.
2. Provide input to policy evaluation and review	2.1 Capture and analyse policy feedback data to identify strengths, weaknesses, and any implementation issues. 2.2 Analyse both planned and unintentional outcomes of policy implementation and provide feedback against the evaluation criteria in the policy implementation plan. 2.3 Prepare and provide a comparison of the intended versus actual outcomes of policy implementation. 2.4 Monitor internal and external environments for policy implications, and prepare strategies to respond to potential or impending policy changes. 2.5 Prepare recommendations for continuous improvement, termination or succession of policies.

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 PSPPOL602A Provide policy advice.

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 PSPPCY009 Provide policy advice

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, including policy and legislation
- researching, analysing and presenting information
- preparing written reports
- dealing with different points of view and dissenting stakeholders
- providing policy advice on 3 or more occasions or in 3 or more contexts

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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