



Australian Government

PSPPCY012 Assist with specialist policy development

Release: 1

PSPPCY012 Assist with specialist policy development

Modification History

Supersedes and is equivalent to PSPPCY002 Assist with specialist policy development.

Application

This unit describes the performance outcomes, skills and knowledge required to assist with policy development in relation to any of the following: public policy, public sector policy, central agency policy, whole of government policies, international policy or organisational policies applicable to internal functions such as human resources or financial management.

This unit applies to public sector staff working on policy development process. Those undertaking this unit work independently performing complex tasks in a range of familiar 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

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Assist with policy development planning.

PERFORMANCE CRITERIA

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

- 1.1. Conduct research to identify related policies for context and identify other policies likely to be impacted.
- 1.2. Identify key internal and external stakeholders ensuring their engagement as early as possible and throughout the policy development process.
- 1.3. Provide research assistance to determine the content of key aspects to be included in the policy development plan.

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| 2. Research information for policy development. | 2.1 Identify, evaluate and collate information required to support the policy development process.
2.2 Identify and record gaps, ambiguity and conflicting views.
2.3 Conduct additional research to clarify and refer to the principal policy developer. |
| 3. Contribute to the development of policy options. | 3.1 Formulate and analyse possible policy options under guidance, to identify strengths and weaknesses.
3.2. Research and prioritise possible criteria for choosing preferred policy options. |
| 4. Assist in drafting policy. | 4.1. Produce initial drafts or selected sections of the policy in required formats.
4.2. Capture written and oral feedback from stakeholders and include in draft as required.
4.3. Monitor progress of policy development against timeframe and milestones. |
| 5. Assist with policy dissemination. | 5.1. Identify recipients for approved policy documents including those responsible for implementing the new or revised policy and inform them of outcomes.
5.2. Deal with routine enquiries on the release and content of policy and refer unresolved enquires in accordance with organisational procedures. |

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:

- evaluate complex and formal documents.

Writing skills to:

- prepare written reports requiring language and structures suited to the intended audience.

Unit Mapping Information

Supersedes and is equivalent to PSPPCY002 Assist with specialist policy development.

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 PSPPCY012 Assist with specialist policy development

Modification History

Supersedes and is equivalent to PSPPCY002 Assist with specialist policy development.

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:

- research, analyse and present information suited to the needs of the intended audience
- reconcile different points of view and conflicting information.

Knowledge Evidence

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

- policy cycle, development processes and practices
- current policies underpinning the work area
- policy research methods and protocols
- organisational and government procedures and protocols
- public sector codes of ethics and codes of conduct
- principles of stakeholder and community engagement in policy development.

Assessment Conditions

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

Assessment must ensure access to:

- policy documents
- resources and equipment of the working environment.

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

Links

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