



**Australian Government**

# **Assessment Requirements for PSPPCY013 Give and receive policy information**

**Release: 1**

# Assessment Requirements for PSPPCY013 Give and receive policy information

## Modification History

Supersedes and is not equivalent to PSPPCY003 Give and receive policy information.

## 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 and provide information in relation to an enquiry
- prepare a written report incorporating suggestions based on policy feedback received.

## Knowledge Evidence

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

- practices and procedures for developing policy guidelines
- policy feedback mechanisms, including relationships to:
  - policy guidelines
  - evaluation of the effectiveness of policy implementation
  - evaluation of policy impact on organisational outcomes
  - policy developers, legislation drafters, legal advisers
- current organisational policies
- government policies and international policy obligations that impact on organisational policy
- key aspects of inward and outward facing policies including:
  - the difference between them
  - impact on the organisation
  - implications for enquiries
- organisational and government procedures and protocols
- public sector codes of ethics and codes of conduct.

## 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

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>