



Australian Government

PSPPCY013 Give and receive policy information

Release: 1

PSPPCY013 Give and receive policy information

Modification History

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

Application

This unit describes the performance outcomes, skills and knowledge required to provide routine information on operational policy in an organisation.

This unit applies to those working under supervision performing routine tasks in relation to inward or outward facing policy in 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

Policy

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Assist with the development of policy guidelines for the organisation.

PERFORMANCE CRITERIA

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

- 1.1. Research and analyse existing procedures impacted by the policy guidelines.
- 1.2. Research intended audience for policy guidelines and confirm required structure, language style and format.
- 1.3. Undertake consultation to obtain information on requirements of policy guidelines.
- 1.4. Draft information for guidelines in required formats under guidance from policy developers.

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| 2. Respond to routine policy enquiries. | 2.1. Confirm policy implications and requirements. |
| | 2.2. Provide routine information and advice on the application of relevant acts, regulations, procedures, codes of practice, standards and guidelines considering intended use and consequences. |
| | 2.3. Refer non-routine policy enquiries for advice in accordance with organisational policy and procedures. |
| 3. Gather and analyse policy feedback. | 3.1. Gather, analyse and report information about intended and actual outcomes of organisational policy during and following policy implementation. |
| | 3.2. Provide suggestions for continuous improvement, termination or succession of organisational policy based on policy feedback. |

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:

- interpret complex and formal documents.

Unit Mapping Information

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

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 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

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