



Australian Government

PSPPCY014 Support policy implementation

Release: 1

PSPPCY014 Support policy implementation

Modification History

Supersedes and is not equivalent to PSPPCY004 Support policy implementation.

Application

This unit describes the performance outcomes, skills and knowledge required to identify, implement and monitor relevant policy and report on implementation.

This unit applies to individuals working in a role where they are required to support policy implementation. Those undertaking this unit work independently performing routine 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

Policy

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify relevant policy.

PERFORMANCE CRITERIA

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

- 1.1. Identify work situations shaped by government or organisational policy.
- 1.2. Identify and locate policy relating to particular work situations.

2. Implement policy.
 - 2.1. Interpret policy to be implemented to identify and plan for change in work practices.
 - 2.2. Identify implications of policy for individual work practices.
 - 2.3. Prepare policy implementation guidelines in accordance with organisational procedures.
 - 2.4. Confirm and adjust required work practices to reflect policy requirements.
 - 2.5. Support others affected by the policy requirements to accommodate those requirements.
3. Monitor and report on policy implementation.
 - 3.1. Gather, record and report information that will assist with evaluation of effectiveness of policy implementation.
 - 3.2. Gather, record and report information that will assist with evaluation of policy impact on organisational outcomes.

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.
Writing skills to:	prepare accurate written reports with language and structures suited to the intended audience.
Numeracy skills to:	identify and apply statistical data in evidence-based reporting frameworks.

Unit Mapping Information

Supersedes and is not equivalent to PSPPCY004 Support policy implementation.

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 PSPPCY014 Support policy implementation

Modification History

Supersedes and is not equivalent to PSPPCY004 Support policy implementation.

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:

- consult with relevant parties on a new policy or a change in policy being implemented to confirm interpretation and reporting requirements
- adjust communication to suit different audiences
- gather and analyse policy feedback.

Knowledge Evidence

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

- practices and procedures for policy implementation
- 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 and legal advisers
- key aspects of policy frameworks including the characteristics of:
 - inward and outward facing policy
 - organisational and government policy
- current organisational policies
- government policies and international policy obligations that impact on organisational policy
- organisational and government procedures and protocols
- public sector codes of ethics and codes of conduct which have an impact on policy implementation.

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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