



Australian Government

Assessment Requirements for PSPPCY016

Advise on organisation policy

Release: 1

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Modification History

Supersedes and is not equivalent to PSPPCY007 Advise on organisation policy.

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 on and confirm policy intent
- analyse and evaluate policy feedback
- research, analyse and present information
- prepare a written report providing information and suggestions based on policy implementation.

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 implementation processes and practices in the organisation
- application of principles-based policy
- current organisational policies
- key aspects of inward and outward facing policies including:
 - the difference between them
 - their impact on the organisation
 - implications for implementation and evaluation
- organisational and government procedures and protocols
- codes of ethics and codes of conduct which have an impact on organisational policy.

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>