



Australian Government

PSPPCY016 Advise on organisation policy

Release: 1

PSPPCY016 Advise on organisation policy

Modification History

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

Application

This unit describes the performance outcome, skills and knowledge required to provide advice on organisational policy.

This unit applies to staff required to provide advice in relation to inward or outward facing organisational policy. Those undertaking this unit work independently, performing complex tasks 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. Develop policy guidelines for the organisation.

PERFORMANCE CRITERIA

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

- 1.1. Confirm policy intent and identify and review existing procedures impacted by the policy for consistency with the policy.
- 1.2. Determine intended audience for policy guidelines as well as required structure, language style and format.
- 1.3. Develop guidelines in consultation with policy developer, end users and organisational approval personnel.
- 1.4. Submit guidelines and obtain approval.

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| 2. Interpret and advise on organisational policy. | 2.1. Analyse policy and interpret and confirm its intent and implications.
2.2. Provide information and advice on related acts, regulations, procedures, codes of practice, standards and guidelines.
2.3. Ensure provided documentation supports the information and advice given and reflects consideration of intended use and consequences. |
| 3. Monitor the implementation of organisational policy. | 3.1 Gather, analyse and report feedback on implementation issues.
3.2. Evaluate implementation of policy against initial criteria in implementation plan and report outcomes.
3.3. Implement quality assurance mechanisms to monitor policy implementation.
3.4. Identify and report any unforeseen practices and take action accordingly.
3.5. Monitor environment for policy implications and identify potential or impending organisational policy changes. |
| 4. Advise on policy implementation. | 4.1. Gather, analyse and report information about intended and actual outcomes of organisational policy during and following policy implementation.
4.2. Prepare suggestions for improvement, discontinuance or replacement of organisational policy. |

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:	analyse and evaluate information in complex and formal documents to inform advice to be given.
Writing skills to;	provide complex information to others in prescribed formats and style.
Problem solving skills to:	suggest where and what changes in organisational policy are required based on analysis of information.

Unit Mapping Information

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

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 PSPPCY016 Advise on organisation policy

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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

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