



Australian Government

PSPPCY017 Provide policy advice

Release: 1

PSPPCY017 Provide policy advice

Modification History

Supersedes and is not equivalent to PSPPCY009 Provide policy advice.

Application

This unit describes the performance outcomes, skills and knowledge required to provide policy advice to policy developers, internal policy staff and other staff, and to respond to external queries from government, Ministers, other public sector organisations and the public.

This unit applies to public sector staff working in policy development. Those undertaking this unit work independently, performing complex tasks in familiar context.

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

PERFORMANCE CRITERIA

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

1. Interpret and advise on public policy.
 - 1.1 Analyse policy and provide interpretations on its intent and implications.
 - 1.2. Provide interpretive advice on relevant acts, regulations, procedures, codes of practice, standards and guidelines related to policy.
 - 1.3. Provide written interpretations supported by defensible evidence and reflect consideration of their intended use and consequences.
 - 1.4. Communicate policy advice in required formats.
 - 1.5. Resolve policy questions referred by policy staff or use consultative mechanisms to gain additional clarification.
2. Provide input to policy evaluation and review.
 - 2.1. Capture and analyse policy feedback data to identify strengths, weaknesses, and implementation issues.
 - 2.2. Analyse both planned and unintentional outcomes of policy implementation and provide feedback against the evaluation criteria in the policy implementation plan.
 - 2.3. Prepare and provide a comparison of the intended versus actual outcomes of policy implementation.
 - 2.4. Monitor internal and external environments for policy implications and prepare strategies to respond to potential or impending policy changes.
 - 2.5. Prepare recommendations for continuous improvement, termination or succession of policies based on evaluation.

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 interpret information in complex and formal documents, including policy and legislation, to inform advice to be given.
Writing skills to;	provide complex information to others in prescribed formats and style.

- Oral communication skills to:
- provide advice about complex issues in a form and style suited to the audience
 - consult to identify and resolve issues which arise in relation to policy advice.
- Problem solving skills to:
- present evidence to support assessments of different points of view and identify solutions to dissenting views.

Unit Mapping Information

Supersedes and is not equivalent to PSPPCY009 Provide policy advice.

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 PSPPCY017 Provide policy advice

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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:

- provide policy advice on at least three occasions or three policies, including each of the following at least once:
 - research information
 - analyse and present information
 - prepare a written report
 - deal with different points of view and dissenting stakeholders.

Knowledge Evidence

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

- policy development processes and practices in the public sector
- principles of community engagement in policy development
- current policies underpinning the work area
- organisational and government procedures and protocols
- public sector codes of ethics and codes of conduct
- application of evidence-based decision-making frameworks
- key aspects of inward and outward facing policies including:
 - the difference between them
 - their impact on policy development
 - implications for policy evaluation and policy change strategies.

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.

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