



Australian Government

PSPPCY018 Manage policy implementation

Release: 1

PSPPCY018 Manage policy implementation

Modification History

Supersedes and is not equivalent to PSPPCY010 Manage policy implementation.

Application

This unit describes the performance outcomes, skills and knowledge required to manage government or organisational policy implementation.

Those undertaking this unit work independently and have staff supervision responsibilities. They perform 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. Interpret and communicate policy requirements.

2. Implement policy.

PERFORMANCE CRITERIA

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

- 1.1. Identify expected outcomes of policy implementation and communicate to staff.
- 1.2. Interpret policy relative to workplace responsibilities and accountabilities.
- 1.3. Communicate the impact on work activities of policy implementation to staff and other stakeholders.
- 1.4. Assist staff with interpretation of policy and its application to their work.
- 2.1. Identify potential or impending policy changes and prepare strategies to accommodate and communicate those changes.
- 2.2. Prepare work plans in consultation with staff and

management to ensure that policy is implemented as intended.

2.3. Monitor staff performance to ensure that it complies with policy.

2.4. Assist staff in adjusting to changes.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to PSPPCY010 Manage 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 PSPPCY018 Manage policy implementation

Modification History

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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:

- manage policy implementation on at least two occasions, including each of the following at least once:
 - interpret complex and formal documents
 - provide leadership to the workgroup in policy interpretation and implementation.

Knowledge Evidence

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

- policies and procedures relating to the organisation including:
 - government policy
 - organisational policy
- public sector codes of ethics and codes of conduct which have an impact on policy implementation
- impacts of changes to inward and outward facing policy change management frameworks
- staff consultation and monitoring processes.

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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