



**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>