



Australian Government

Department of Education, Employment and Workplace Relations

PSPGOV409A Provide support to Parliament

Revision Number: 3

PSPGOV409A Provide support to Parliament

Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the provision of procedural and administrative support and advice to the Parliament, its committees and services. It includes exercising Parliamentary protocols, providing secretariat services, researching and presenting information and advice, assisting in the preparation of proposed legislation, providing community liaison and Parliamentary relations services, and presenting seminars.

In practice, providing support to Parliament may overlap with other generalist or specialist public sector work activities such as acting ethically applying government processes, gathering and analysing information, using advanced workplace communication strategies, etc.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Exercise Parliamentary protocols	1.1 Confidential and sensitive issues are identified and confidentiality maintained in accordance with organisational policy and procedures. 1.2 Parliamentary conventions and traditions are identified and applied according to the occasion, location and participants. 1.3 Strict protocols for Parliament are identified and adhered to, and others are assisted in the application of these protocols in accordance with required behaviour. 1.4 Occasions/situations are assessed and conduct is exercised to suit the occasion and comply with public sector standards and code/s of conduct. 1.5 Situations where apparently conflicting protocols might apply are assessed and decisions made on appropriate action, or referred for advice in accordance with policy and guidelines.
2. Provide secretariat services	2.1 The scope and type of committee/inquiry, and the Chair's role and responsibilities are identified to ensure the provision of advice and administrative support meets committee requirements. 2.2 Administrative services are provided to support the committee system and the conduct of individual inquiries in accordance with organisational policy and procedures. 2.3 Briefing papers are provided for meetings and information gathering activities in the timeframe set by the relevant committee. 2.4 Report drafting services are provided that result in reports that are well structured, defensible, based on comprehensive and balanced information and meet organisational requirements for style, language and content. 2.5 Strategies are implemented to ensure the effective promotion of committee reports in accordance with organisational policy and procedures.
3. Research and present information and advice	3.1 Research is conducted to respond to requests for information/advice and to support the information gathering activities of committees in accordance with organisational requirements. 3.2 The context, purpose and audience for the information/advice is determined and a research methodology is developed to suit. 3.3 Policy and legislation are analysed, databases searched and interviews conducted as required to obtain the necessary information in accordance with the research methodology. 3.4 Information/advice is provided that is logical, balanced and comprehensive, and is analysed and presented in accordance with the purpose for which it was requested. 3.5 Requests for information/advice are responded to immediately

ELEMENT**PERFORMANCE CRITERIA**

or information is provided on what steps are being taken to address the request.

4. Assist in the preparation of proposed legislation

4.1 Administrative services are provided to support ***departmental processes*** for the preparation and submission of proposed legislation in accordance with organisational policy and procedures.

4.2 Administrative services are provided to support ***the Parliamentary and Cabinet process*** for the enacting of legislation in accordance with organisational policy and procedures.

4.3 Administrative support is provided to assist with the drafting of amendments and Private Members' Bills in accordance with organisational requirements.

5. Provide community liaison and Parliamentary relations services

5.1 Strategies are implemented to promote public awareness of, and participation in, committee inquiries in accordance with organisational requirements.

5.2 Inter-Parliamentary relations are promoted through the provision of advice and support that facilitates the conduct of Parliament's regional and international affairs.

5.3 Incoming/outgoing delegations and Parliamentary visitors are assisted in accordance with the agreed program and visit objectives.

5.4 International cooperation is facilitated through provision of assistance and information in accordance with organisational policy and procedures.

6. Present seminars

6.1 Seminar content and supporting documentation is regularly updated and tailored to meet specific audience needs and interests.

6.2 Information and education services are provided to promote public knowledge and awareness of, and interaction with, the Parliament in accordance with organisational policy and procedures.

6.3 Feedback is obtained from seminar participants to gauge satisfaction and suggestions for improvement, and recommendations are acted on as required in accordance with organisational requirements.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- interacting and communicating with Members of Parliament, the community and other stakeholders, targeting language and content to suit the audience and purpose
- questioning, to clarify research/information requests
- using a variety of research skills, methodologies, strategies and information databases
- applying statutory interpretation of Acts, Bills and subordinate legislation
- preparing research reports using complex language structures and terminology and requiring precision of expression and a balance between brevity and detail
- responding to diversity, including gender and disability
- applying workplace safety procedures in the context of Parliamentary services

Knowledge requirements

look for evidence that confirms knowledge and understanding of:

- Westminster System
- separation of powers
- system of government (bicameral/unicameral Parliament)
- role and functions of Parliament
- role and structures of Parliamentary committees
- application of statutory requirements imposed by central agencies such as Treasury, Premiers, Prime Minister and Cabinet
- Parliamentary practices and procedures such as petitions, Ministerial statements, Question Time, Questions without Notice, Questions on Notice, debates, Hansard reporting
- Parliamentary protocols and ethical requirements
- standing and session orders
- Members' roles in political process
- Members' interest resolution
- Parliamentary process and how it affects operational objectives and timeframes
- Cabinet processes
- Bill to Act process
- Budget and estimates processes
- balance of power
- e-petitions
- Machinery of Government and administrative arrangements
- document purposes - to persuade, inform, stimulate discussion
- plain English standards
- equal employment opportunity, equity and diversity principles

- occupational health and safety procedures relating to the Parliamentary environment

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV402B Deliver and monitor service to clients
 - PSPGOV406B Gather and analyse information
 - PSPGOV412A Use advanced workplace communication strategies
 - PSPGOV413A Compose complex workplace documents
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPPOL401A Contribute to policy development
 - PSPPOL404A Support policy implementation

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of Employability Skills as they relate to this unit
- provision of support to Parliament in a range of (3 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- organisational policies, procedures and protocols
- Parliamentary Procedures handbook
- legislation and guidelines
- case studies and scenarios relating to the Bill to Act process

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when providing support to Parliament, including coping with difficulties, irregularities and breakdowns in routine

- provision of support to Parliament in a range of (3 or more) contexts (or occasions, over time).

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations.

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- projects
- questioning
- scenarios
- simulation or role plays
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

Evidence must be gathered over time in a range of contexts to ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

<i>Others</i> may include:	• Members of Parliament • the public • delegations • other visitors
<i>Types of committee/inquiry</i> may include:	• standing committees • Senate and states estimates committees • scrutiny of legislation committee • select committees
Report <i>content</i> may include:	• evidence gathered • committee's reaction to the evidence • precise and accurate analysis of the strongest features of the evidence • evaluation • option-setting • policy recommendations for government
<i>Information/advice</i> may include:	• explanation of the rules and practices of Parliament such as question time • statistical information, such as the volume of legislation passed or before the House • biographical information on current and former Members • background information on the history and policy development of Bills before the House • how to calculate quorums and absolute majorities in the House • how to determine election dates • effects of dissolution of the House • how to find legislation and trace procedural history • how the Speaker's vote is exercised • precedents • electronic voting and secret ballots
<i>Departmental processes</i> for the preparation and submission of proposed legislation and other Parliamentary documents	• preparation of a Bill and supporting material • preparation of Cabinet submissions and supporting material • role of instructing officer - debate • preparation of responses to Questions on Notice • preparation of responses to Questions without Notice

may include:	• preparation of Ministerial Statements, estimates, briefs • tabling of reports • preparation of annual reports, Budget documents • responding to committee reports, petitions • liaison with other departmental representatives
Parliamentary and Cabinet processes may include:	• Cabinet processes: • ATP/ATI protocols • community consultation and other stakeholders • authority to prepare submission • authority to introduce submission • role of instructing officer: • preparation of explanatory notes • drafting instructions • crown law advice • Parliamentary terminology and timeframes • role of scrutiny of legislation committee • Parliamentary procedures: • Question Time • adjournment debate • sessional/standing orders • stages of legislative process of Bill to Act • Budget processes: • CBRC • estimates • tabling and debate of Budget • e-democracy processes: • e-petitions • notice papers • Hansard • committee reports • broadcasting of Parliament • electoral process • Machinery of Government • role of Member of Parliament

Unit Sector(s)

Not applicable.

Competency field

Working in Government.