



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PSPPOL401A Contribute to policy development**

**Revision Number: 3**

## PSPPOL401A Contribute to policy development

### 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 input to the policy development process by all public sector staff and other stakeholders who are not policy specialists (i.e. they are not responsible for developing policy). It includes contributing to the consultative, validation and review phases of policy development, and providing feedback on the policy development process.

Assistance to the policy development process by specialist policy research officers responsible for aspects of policy development is covered in the unit *PSPPOL402A Assist with specialist policy development*, rather than this unit.

In practice, contributing to the development of policy may overlap with other generalist or specialist work activities such as applying government processes, providing client services, gathering and analysing information, providing input to change.

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

- |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Contribute to the consultative phase of policy development</b> | <ul style="list-style-type: none"><li>1.1 Opportunities to contribute to <i>policy</i> development are <b>identified</b> and responded to in accordance with organisational needs, government directions and priorities.</li><li>1.2 Information on the policy development process, timelines and expected outcomes is communicated to interested parties in accordance with <b>public sector requirements</b>, to ensure likely <b>stakeholders</b> are aware of, and able to engage in, policy development that may affect them.</li><li>1.3 Information on policy requirements and existing policies and procedures likely to be impacted, is <b>gathered</b> from within and <b>outside</b> the immediate work environment, recorded and provided in accordance with organisational procedures.</li></ul> |
| <b>2. Contribute to the validation stage of policy development</b>   | <ul style="list-style-type: none"><li>2.1 Draft policy is analysed and the likely implications for government service delivery are identified in consultation with <b>those likely to be affected</b>.</li><li>2.2 Draft policy implications for work processes and outcomes are evaluated and recorded.</li><li>2.3 Likely implementation issues, dissenting stakeholders and transition requirements are identified and recorded.</li><li>2.4 Feedback on draft policy is provided as unambiguous, objective advice supported by evidence provided in accordance with organisational procedures.</li></ul>                                                                                                                                                                                                  |
| <b>3. Provide feedback on policy development</b>                     | <ul style="list-style-type: none"><li>3.1 Information relating to the process of policy development is gathered, stored and analysed during policy development, as required.</li><li>3.2 Oral or written feedback on the policy development process and the final policy is provided to the policy developer in accordance with organisational procedures.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4. Contribute to the review of policy</b>                         | <ul style="list-style-type: none"><li>4.1 Information relating to the expected outcomes of the policy is gathered, recorded, analysed and provided before, during and/or following policy implementation, as required.</li><li>4.2 Unanticipated consequences of policy and suggestions for dealing with them are identified and reported immediately in accordance with organisational procedures and protocols.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                   |

## 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:

- reading and evaluating complex and formal documents such as policy and legislation and making judgments on their impact on the organisation
- working with others to consult on and validate policy
- adjusting communication to suit different audiences
- responding to diversity, including gender and disability
- accessing policies and legislation electronically or in hard copy
- undertaking research involving collecting and analysing data for evaluation
- preparing written reports requiring precision of expression
- identifying and addressing the environmental, sustainability and occupational health and safety implications of policy/s being developed

### Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- current policies underpinning the work area
- the policy cycle
- organisation and government processes and procedures
- public sector code/s of ethics and code/s of conduct
- principle of community and stakeholder engagement in policy development
- equal employment opportunity, equity and diversity principles
- environmental, sustainability and occupational health and safety implications of policy/s being developed

## 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:
  - PSPGOV402B Deliver and monitor service to clients
  - PSPGOV405B Provide input to change processes
  - PSPGOV406B Gather and analyse information
  - PSPGOV408A Value diversity
  - PSPGOV422A Apply government processes

### 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 the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)
- contribution to policy development in a range of (2 or more) contexts (or occasions, over time)

### Resources required to carry out assessment

These resources include:

- relevant policy and legislation
- public sector standards, procedures and protocols
- policy development guidelines

### 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 contributing to policy development, including coping with difficulties, irregularities and breakdowns in routine
- contribution to policy development in a range of (2 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
- portfolios
- projects
- questioning
- scenarios
- 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.

***Policy*** may include:

- any policy required by an organisation for its own functioning or to meet board or government directives
- public policy
- public sector policy
- central agency policy
- whole of government policies
- international policy
- organisational policy relating to a range of functions, such as:
  - human resources
  - administration
  - financial management
  - work practices
  - training
  - information technology
  - technical/professional requirements
  - environmental and sustainability practices

***Identification of policy development***

***opportunities*** may occur through:

- participation in:
  - policy networks
  - industry forums
  - professional associations
  - special interest groups
  - government publications
  - political party platforms
  - international literature
  - other government departments in other jurisdictions

***Public sector requirements*** may include:

- full public involvement
- limited public involvement
- involvement of selected individuals and organisations
- embargo on wide stakeholder involvement until later stage of policy development

***Stakeholders*** may

- all those individuals and groups both inside and outside the organisation that have some direct interest in the

include: organisation's conduct, actions, products and services, including:

- employees at all levels of the organisation
- other public sector organisations
- private sector organisations
- non-government organisations
- other jurisdictions
- union and association representatives
- boards of management
- government
- Ministers
- clients
- the public
- special interest groups

***Information gathering***  
may include:

- stakeholder consultation
- developments in other public sector or private sector organisations
- evaluation of similar policies
- benchmarking
- pilots or trials of policy
- quantitative or qualitative research/data
- survey instruments

***Information sources***  
outside the immediate  
work environment may  
include:

- clients
- community
- special interest groups
- non-government organisations
- other public sector organisations
- private sector organisations
- other jurisdictions
- other countries
- those likely to be affected

***Those likely to be  
affected*** may include:

- clients
- colleagues
- related services
- contractors
- other staff
- other organisations
- other government sectors

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Policy.