



**Australian Government**

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

# **PSPPOL402A Assist with specialist policy development**

**Revision Number: 3**

## PSPPOL402A Assist with specialist 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 assistance in the planning, research and writing of policy, typically provided by a policy research officer. It includes assisting with policy development planning, researching, contributing to the developments of policy options, and assisting with drafting and dissemination of policy.

Contribution to the development of policy expected of all public sector staff is covered in *PSPPOL401A Contribute to policy development*, rather than this specialist unit.

In practice, assisting with specialist policy development 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. Assist with policy development planning</b>         | <p>1.1 Research is conducted into the wider internal and external environment to identify related policies for context and identify other policies likely to be impacted.</p> <p>1.2 Internal and external <b>stakeholders</b> are identified and prioritised and their contact details are checked to ensure that key individuals and groups are engaged as early as possible and throughout the <b>policy</b> development process.</p> <p>1.3 <b>Key aspects</b> to be included in the policy development plan are identified and research assistance is provided to determine the content of each in accordance with organisational requirements.</p> |
| <b>2. Research information for policy development</b>     | <p>2.1 <b>Sources</b> of information are identified and <b>evaluated</b>.</p> <p>2.2 Information required to support the policy development process is gathered and collated in accordance with organisational requirements.</p> <p>2.3 Gaps, ambiguity and conflicting views in the information are identified, recorded and referred to the principal policy developer, or additional research is conducted to clarify them.</p>                                                                                                                                                                                                                       |
| <b>3. Contribute to the development of policy options</b> | <p>3.1 Possible policy options are formulated and analysed under guidance, to identify their strengths and weaknesses.</p> <p>3.2 Possible <b>criteria for choosing</b> preferred policy option are researched and prioritised in terms of their applicability to the task.</p>                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4. Assist in drafting policy</b>                       | <p>4.1 Initial drafts or selected sections of the policy are written in accordance with organisational requirements.</p> <p>4.2 Written and oral feedback from stakeholders is captured and included in re-drafting as required.</p> <p>4.3 The progress of policy development against the timeframe and milestones is monitored and reminders are provided to keep the process on track in accordance with the policy development plan.</p> <p>4.4 Policy writing is undertaken in accordance with <b>organisational requirements for style, format and contents</b>.</p>                                                                               |
| <b>5. Assist with policy dissemination</b>                | <p>5.1 Recipients for approved policy documents, particularly those who will be responsible for implementing the new or revised policy, are identified and information is provided on the <b>outcomes</b> in accordance with organisational requirements.</p> <p>5.2 Routine enquiries on the release and content of the policy are dealt with or referred in accordance with organisational procedures.</p>                                                                                                                                                                                                                                             |

## 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
- researching, analysing and presenting information
- preparing written reports requiring precision of expression and language and structures suited to the intended audience
- working with others to consult on and validate policy
- adjusting communication to suit different audiences
- responding to diversity, including gender and disability
- reconciling different points of view and conflicting information
- accessing policies and legislation electronically or in hard copy
- 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:

- policy development processes and practices in the public sector
- the policy cycle
- current policies underpinning the work area
- policy research methods and protocols
- organisation and government procedures and protocols
- public sector code/s of ethics and code/s of conduct
- principles of community 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)
- assistance with specialist policy development in a range of (2 or more) contexts (or occasions, over time)

### Resources required to carry out assessment

These resources include:

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

### 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 assisting with the development of policy, including coping with difficulties, irregularities and breakdowns in routine
- assistance with specialist 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.

***Stakeholders*** may include:

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

***Policy*** may include:

- 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

***Key aspects of the policy development plan*** may

- context
- rationale

include:

- issues to be addressed
- expected outcomes
- timeframe
- research methods
- resource requirements for development
- key stakeholders
- communication strategy
- feedback mechanisms for review
- milestones
- precedents
- risk analysis
- possible complications
- success measures
- possible resource implications for implementation

***Sources of information***  
may include:

- stakeholder consultation and submissions
- focus groups
- developments in other public sector or private sector organisations
- similar policies and practices that may be benchmarked
- current and closed files
- surveys
- literature reviews
- Internet

***Evaluation of information sources*** may  
be in terms of:

- sufficiency
- authenticity
- appropriateness
- currency

***Criteria for choosing preferred policy option***  
may include:

- likely effectiveness
- implementation timeframe and costs (including infrastructure)
- interaction with other policies (existing or being developed)
- consistency with broader government agendas

***Organisational requirements for style, format and contents*** may  
require policies to be:

- forward-looking
- outward-looking
- principles-based
- innovative, creative, flexible
- evidence-based
- inclusive
- consistent
- self-contained, with adequate coverage of the subject matter
- accessible to the intended audience/understandable to all users
- in gender-neutral non-discriminatory language

***Outcomes of the policy development process*** may  
include:

- nature of the policy change
- match with stakeholder expectations
- implementation requirements
- expected costs
- timelines
- contextual factors (including any impact on other related policies)

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Policy.