

UNIT CODE	PSPPCY003
UNIT TITLE	Give and receive policy information
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to provide routine information on operational policy in an organisation.</p> <p>This unit applies to those working under supervision performing routine tasks in familiar contexts.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Policy
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assist with the development of policy guidelines for the organisation	1.1 Research and analyse existing procedures impacted by the policy. 1.2 Research intended audience(s) for policy guidelines and confirm the required structure, language style and format. 1.3 Undertake consultation to obtain information on the requirements of policy guidelines. 1.4 Assist policy developers with writing guidelines.
2. Respond to routine policy enquiries	2.1 Confirm policy implications and requirements. 2.2 Provide routine information and advice on the application of relevant acts, regulations, procedures, codes of practice, standards and guidelines considering intended use and consequences. 2.3 Refer non-routine policy enquiries for advice according to organisation policy and procedures.

3. Gather and analyse policy feedback	3.1 Gather, analyse and report information relating to the intended and actual outcomes of organisation policy during and following policy implementation. 3.2 Provide suggestions related to continuous improvement, termination or succession of organisation policy based on policy feedback.
---------------------------------------	---

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
UNIT MAPPING INFORMATION	Release 1: Supersedes and is not equivalent to PSPPCY003 Give and receive policy information.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPPCY003 Give and receive policy information
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, provide evidence of application on at least one occasion for each of the following in relation to policy information:</p> <ul style="list-style-type: none"> ■ read complex and formal documents ■ research and provide information ■ prepare written reports ■ work with legislation drafters and legal advisers.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ practices and procedures for developing policy guidelines ■ policy feedback mechanisms ■ current organisation policies ■ government policies and international policy obligations that impact on organisational policy ■ organisation and government procedures and protocols ■ public sector code(s) of ethics and code(s) of conduct.
--------------------	---

ASSESSMENT CONDITIONS	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"> ■ a workplace environment or ■ a simulated environment. <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ public sector policy and legislation ■ organisation standards, procedures and protocols ■ organisation guidelines and protocols for developing policy guidelines. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	<p>Companion Volume Implementation Guide</p>