UNIT CODE	PSPPCY007
UNIT TITLE	**Advise on organisation policy**
APPLICATION	This unit describes the performance outcome, skills and knowledge required to provide advice on organisation policy.
	This unit applies to staff required to provide advice on policy. Those undertaking this unit would work independently, while performing 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 or certificate requirements apply to this unit at the time of publication.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Policy
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop policy guidelines for the organisation	1.1 Confirm policy intent and identify and review existing procedures impacted by the policy for consistency with the policy. 1.2 Determine intended audience for policy guidelines as well as structure, language style and format. 1.3 Develop guidelines in consultation with policy developer, end users and organisational approval personnel. 1.4 Submit guidelines and obtain approval.
2. Interpret and advise on organisation policy	2.1 Analyse policy and interpret and confirm the intent and implications. 2.2 Provide information and advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines. 2.3 Ensure provided documentation supports the information and advice given and reflects consideration of intended use and consequences.

3. Monitor the implementation of organisation policy	3.1 Gather, analyse and report policy feedback on implementation issues. 3.2 Evaluate implementation of policy against initial criteria in implementation plan and report outcomes. 3.3 Implement quality assurance mechanisms to monitor policy implementation. 3.4 Identify and report any unforeseen practices and action. 3.5 Monitor the environment for policy implications and identify potential or impending organisational policy changes.
4. Advise on policy implementation	4.1 Gather, analyse and report information relating to the intended and actual outcomes of organisational policy during and following policy implementation. 4.2 Prepare suggestions for improvement, discontinuance or replacement of organisational policy.

FOUNDATION SKILLS	
Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.	
SKILLS	**DESCRIPTION**
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPPCY007 Advise on organisation policy.
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPPCY007 Advise on organisation policy**
PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and provide evidence of performance on at least one occasion for each of the following in relation to organisation policy: ■ read and evaluate complex and formal documents and provide information on their application ■ research, analyse and present information ■ prepare written reports ■ consult on and confirm policy intent ■ analyse and evaluate policy feedback.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: ■ practices and procedures for developing policy guidelines ■ policy implementation processes and practices in the organisation ■ current organisational policies ■ organisational and government procedures and protocols ■ codes of ethics and codes of conduct which have an impact on organisation policy.

ASSESSMENT CONDITIONS	Skills must be demonstrated in either: ■ a workplace environment or ■ a simulated environment. 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. Assessment must ensure access to: ■ public sector policy and legislation ■ public sector standards, procedures and protocols ■ guidelines and protocols for developing policy guidelines Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide