

UNIT CODE	PSPPCY010
UNIT TITLE	Manage policy implementation
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to manage policy implementation.</p> <p>Those undertaking this unit would work independently, with staff supervision responsibilities, while performing complex tasks in familiar context.</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. Interpret and communicate requirements of policy	<p>1.1 Identify the expected outcomes of policy implementation and communicate to staff.</p> <p>1.2 Interpret policy relative to workplace responsibilities and accountabilities.</p> <p>1.3 Communicate the impact on work activities of policy implementation to stakeholders.</p> <p>1.4 Assist staff with the interpretation of policy and its application to their work.</p>
2. Implement policy	<p>2.1 Identify potential or impending policy changes and prepare strategies to accommodate and communicate those changes.</p> <p>2.2 Prepare work plans in consultation with staff and management to ensure that policy is implemented as intended.</p> <p>2.3 Monitor staff performance to ensure that it complies with policy.</p> <p>2.4 Assist staff in adjusting to changes.</p>

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 equivalent to PSPPCY010 Manage policy implementation
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPPCY010 Manage policy implementation
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, and provide evidence on at least once occasion for each of the following:</p> <ul style="list-style-type: none"> ■ interpret complex and formal documents ■ provide leadership to the workgroup in the interpretation and implementation of policy.

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"> ■ range and type of policies and procedures relating to the organisation including <ul style="list-style-type: none"> ○ government policy ○ organisation policy ■ codes of ethics and codes 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">■ relevant policy and legislation■ organisation standards, procedures and protocols■ policy guidelines. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide