

UNIT CODE	PSPPCY002
UNIT TITLE	Assist with specialist policy development
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to assist with policy development. This unit can apply to any of the following - public policy, public sector policy, central agency policy, whole of government policies, international policy or organisational policies relating to internal functions such as human resources or financial management.</p> <p>This unit applies to public sector staff working on policy development process. Those undertaking this unit would work independently performing complex tasks in a range of 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 policy development planning	<p>1.1 Conduct research to identify related policies for context and identify other policies likely to be impacted.</p> <p>1.2 Identify key internal and external stakeholders ensuring their engagement as early as possible and throughout the policy development process.</p> <p>1.3 Provide research assistance to determine the content of key aspects to be included in the policy development plan.</p>

2. Research information for policy development	2.1 Identify, evaluate and collate information required to support the policy development process. 2.2 Identify and record gaps, ambiguity and conflicting views, conduct additional research to clarify and refer to the principal policy developer.
3. Contribute to the development of policy options	3.1 Formulate and analyse possible policy options under guidance, to identify strengths and weaknesses. 3.2 Research and prioritise possible criteria for choosing preferred policy options.
4. Assist in drafting policy	4.1 Produce initial drafts. 4.2 Capture written and oral feedback from stakeholders and include in draft. 4.3 Monitor the progress of policy development against the timeframe and milestones.
5. Assist with policy dissemination	5.1 Identify recipients for approved policy documents and inform them of outcomes. 5.2 Deal with routine enquiries on the release and content of the policy.

FOUNDATION SKILLS	
SKILLS	DESCRIPTION
<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>	
UNIT MAPPING INFORMATION	Release 1: Supersedes and is equivalent to PSPPCY002 Assist with specialist policy development
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPPCY002 Assist with specialist policy development
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 of performance on at least one occasion for each of the following in relation to policy development:</p> <ul style="list-style-type: none"> ■ read and evaluate complex and formal documents ■ research, analyse and present information ■ prepare written reports requiring language and structures suited to the intended audience ■ reconcile different points of view and conflicting information.

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">■ policy cycle, development processes and practices■ current policies underpinning the work area■ policy research methods and protocols■ organisation and government procedures and protocols■ public sector codes of ethics and codes of conduct■ principles of stakeholder and community engagement in policy development
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 policy development guidelines■ guidelines for public sector research. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide