

<b>UNIT CODE</b>	<b>PSPPCY009</b>
<b>UNIT TITLE</b>	<b>Provide policy advice</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to provide policy advice to policy developers, internal policy staff and other staff, and for external queries from the government, Ministers, public sector organisations and the public.</p> <p>This unit applies to public sector staff working in policy development. Those undertaking this unit would work independently, 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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Policy
<b>UNIT SECTOR</b>	

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Interpret and advise on public policy	1.1 Analyse policy and provide interpretations on its intent and implications. 1.2 Provide interpretive advice on the relevant acts, regulations, procedures, codes of practice, standards and guidelines related to policy. 1.3 Provide written interpretations supported by defensible evidence and reflect consideration of their intended use and consequences. 1.4 Communicate policy advice. 1.5 Resolve policy questions referred by policy staff or use consultative mechanisms to gain additional clarification.

2. Provide input to policy evaluation and review	<p>2.1 Capture and analyse policy feedback data to identify strengths, weaknesses, and implementation issues.</p> <p>2.2 Analyse both planned and unintentional outcomes of policy implementation and provide feedback against the evaluation criteria in the policy implementation plan.</p> <p>2.3 Prepare and provide a comparison of the intended versus actual outcomes of policy implementation.</p> <p>2.4 Monitor internal and external environments for policy implications and prepare strategies to respond to potential or impending policy changes.</p> <p>2.5 Prepare recommendations for continuous improvement, termination or succession of policies.</p>
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## 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
<b>UNIT MAPPING INFORMATION</b>	Release 1: Supersedes and is equivalent to PSPPCY009 Provide policy advice
<b>LINKS</b>	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPPCY009 Provide policy advice
<b>PERFORMANCE EVIDENCE</b>	<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 providing policy advice:</p> <ul style="list-style-type: none"> <li>■ read and evaluate complex and formal documents, including policy and legislation</li> <li>■ research, analyse and present information</li> <li>■ prepare written reports</li> <li>■ deal with different points of view and dissenting stakeholders.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ policy development processes and practices in the public sector</li> <li>■ current policies underpinning the work area</li> <li>■ government procedures and protocols</li> <li>■ public sector code/s of ethics and code/s of conduct</li> <li>■ principles of community engagement in policy development.</li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in either:</p> <ul style="list-style-type: none"><li>■ a workplace environment or</li><li>■ a simulated environment.</li></ul> <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"><li>■ organisation policy and related legislation</li><li>■ organisation standards, procedures and protocols</li><li>■ precedents for policy interpretation</li><li>■ policy evaluation guidelines.</li></ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide