

<b>UNIT CODE</b>	<b>PSPPCY004</b>
<b>UNIT TITLE</b>	<b>Support policy implementation</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to identify, implement and monitor relevant policy and report on implementation.</p> <p>This unit applies to individuals working in a role where they are required to support policy implementation. Those undertaking this unit would work independently performing routine 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>
<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. Identify relevant policy	1.1 Identify work situations shaped by government or organisational policy. 1.2 Identify and locate policy relating to particular work situations.
2. Implement policy	2.1 Interpret policy to be implemented to identify and plan for change in work practices. 2.2 Identify the implications of policy for individual work practices, confirm and adjust practices to reflect policy. 2.3 Support others affected by policy requirements to accommodate those requirements.

3. Monitor and report on policy implementation	<p>3.1 Gather, record and report information that will assist with evaluation of the effectiveness of policy implementation.</p> <p>3.2 Gather, record and report information that will assist with evaluation of policy impact on organisational outcomes.</p>
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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 PSPPCY004 Support policy implementation.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPPCY004 Support 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 of performance on at least one occasion for each of the following in relation to policy implementation:</p> <ul style="list-style-type: none"> <li>■ read complex and formal documents and provide information on their application</li> <li>■ prepare accurate written reports with language and structures suited to the intended audience</li> <li>■ work with legislation drafters and legal advisers</li> <li>■ consult on and prepare policy guidelines</li> <li>■ adjust communication to suit different audiences</li> <li>■ gather and analyse policy feedback.</li> </ul>

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"> <li>■ practices and procedures for developing policy guidelines</li> <li>■ policy feedback mechanisms</li> <li>■ current organisation policies</li> <li>■ government policies and international policy obligations that impact on organisation policy</li> <li>■ organisation or government procedures and protocols</li> <li>■ codes of ethics and codes of conduct which have an impact on policy implementation.</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>■ relevant policies and legislation</li><li>■ public sector standards, procedures and protocols</li><li>■ policy guidelines.</li></ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide