UNIT CODE	**PSPGEN066**
UNIT TITLE	**Apply government systems**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to effectively apply government systems to work in the public sector and similar environments including statutory authorities.
	This unit applies to those working in generalist and specialist roles within the public sector, including statutory authorities.
	Those undertaking this unit work independently seeking advice as required, performing complex tasks in a range of familiar and unfamiliar 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	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply knowledge of organisational linkages.	1.1 Identify organisational linkages with government, quasi government and non-government organisations and reassess regularly to maintain currency of information. 1.2 Use comprehensive and up-to-date knowledge of organisational linkages in making decisions and taking advice and actions.

2. Apply knowledge of inter-governmental linkages.	2.1 Identify and reassess linkages between governments regularly to maintain currency of information. 2.2 Use comprehensive and up-to-date knowledge of linkages between governments in making decisions and taking advice and actions.
3. Apply knowledge of political context.	3.1 Source information from inside and outside the organisation and confirm its authenticity and reliability. 3.2 Analyse the political, social and economic environment and take into account emerging trends, and current and possible future goals of the organisation. 3.3 Demonstrate comprehensive and up-to-date knowledge of the current political environment in decisions, advice and actions taken.

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.	
Reading skills to:	▪ identifies, analyse and interpret complex texts.
Writing skills to:	▪ use factual information to complete required documents.
Oral communication skills to:	▪ translate organisation policies and procedures into meaningful actions for the workgroup varying structure and language to suit the audience.
UNIT MAPPING INFORMATION	Release1.This unit supersedes and is equivalent to PSPGEN066 Apply government systems.
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPGEN066 Apply government systems**
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 on at least one occasion each of the following: ▪ locate, access and authenticate information ▪ acquire, retain, recall and communicate information ▪ apply information and protocols ▪ discard redundant information and version control ▪ deal with ambiguity and Machinery of Government or governance changes.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:
	- organisations in the public and private sector - requirements of legislation relating to the organisation policy - codes of ethics, codes of conduct and statements of values relating to the organisation - governance practices - systems thinking - inter-organisational communications strategies and protocols - organisational and public sector power structures and sources of power.

ASSESSMENT CONDITIONS	Skills must be demonstrated at least once in either:
	- a workplace environment or - a simulated environment that:
	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:
	- organisational structures, procedures and protocols - governance information including the Machinery of Government.
	Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide