

UNIT CODE	PSPGEN043
UNIT TITLE	Apply government processes
APPLICATION	<p>This unit describes the skills required to apply government processes in the public sector and similar environments including statutory authorities.</p> <p>This unit applies to those working in generalist and specialist roles within the public sector including statutory authorities.</p> <p>Those undertaking this unit work independently performing complex tasks in a range of familiar and unfamiliar 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	General
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. Apply knowledge of organisational functions.	<p>1.1 Access and apply up-to-date information relating to the structure and functions of the organisation.</p> <p>1.2 Identify appropriate persons to ensure correct levels of authority are utilised within the organisation.</p> <p>1.3 Identify areas of work where delegations apply and confirm delegation levels.</p> <p>1.4 Obtain approvals in the workplace in accordance with organisational delegations.</p>

2. Apply knowledge of protocols.	<p>2.1 Identify, access and apply up-to-date information relating to government protocols.</p> <p>2.2 Observe protocols in dealings with other organisations and with persons from within and outside the organisation.</p> <p>2.3 Adhere to written protocols, formats and standards in writing documents.</p>
3. Apply information relating to the impacts of change on processes.	<p>3.1 Identify, access and apply up-to-date information relating to changes in processes relevant to work responsibilities including Machinery of Government.</p> <p>3.2 Identify ambiguity in the structure and function of the organisation or work area because of past, present or future changes and seek and implement advice on required outcomes for the transition period.</p> <p>3.3 Manage role ambiguity because of past, present or future 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>	
Reading skills to	<ul style="list-style-type: none"> ■ access and apply information from complex formal documents.
UNIT MAPPING INFORMATION	Release 1. This unit supersedes and is not equivalent to PSPGEN043 Apply government processes.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN043 Apply government and organisation processes
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 on at least one occasion each of the following:</p> <ul style="list-style-type: none"> ■ locate and access information ■ acquire, retain and recall information ■ apply information and protocols ■ discard redundant information ■ deal with ambiguity and Machinery of Government or governance changes ■ communicate with a diverse workforce.

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"> ■ requirements of legislation relating to the organisation ■ codes of ethics, codes of conduct and statements of values relating to the organisation ■ systems of government <ul style="list-style-type: none"> ○ Westminster System ○ separation of powers ■ role and function of Parliament: <ul style="list-style-type: none"> ○ Parliamentary structures: <ul style="list-style-type: none"> ● bicameral ● unicameral ■ role and structures of Parliamentary committees ■ application of statutory requirements imposed by central agencies ■ Parliamentary procedures, including: <ul style="list-style-type: none"> ○ petitions ○ Ministerial statements ○ Question Time protocols ■ Parliamentary process and how it affects operational objectives and timeframes ■ Machinery of Government and administrative arrangements as relevant ■ role and function of Statutory bodies <ul style="list-style-type: none"> ○ allocation of functions, responsibilities and authorities ○ reporting requirements which impact on processes and schedules ○ legislative parameters, regulations and protocols that determine processes.
---------------------------	---

ASSESSMENT CONDITIONS	<p>Skills must be demonstrated at least once 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"> ■ legislation, policies, procedures and protocols ■ organisational structures ■ governance information including of Machinery of Government. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
------------------------------	---

LINKS	Companion Volume Implementation Guide
-------	---------------------------------------