

Contents

About this guide	5
Section 1: Meeting VET sector requirements	7
1.1 How Aspire's resources assist in meeting requirements	7
1.2 Resource quality assurance processes	16
Section 2: Unit of competency information	17
2.1 Unit of competency	17
2.2 Unit of competency assessment requirements	20
2.3 Aspire resources available for this unit	22
2.4 Target groups	25
Section 3: Training requirements	26
3.1 Delivery approach	26
3.2 Learning mapping	27
3.3 Solutions – general guidance	34
3.4 Solutions to practice tasks	35
3.5 Solutions to learning checkpoints	42
Section 4: Assessment	52
4.1 Assessment approach	52
4.2 Assessment procedures	53
4.3 Assessment mapping	59
4.4 Assessment solutions and marking guidance	66
4.5 Completing the record of outcome	77
Section 5: Forms	79
Section 6: Glossary of VET terminology	80

Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
<p>Australian Qualifications Framework</p> <p>The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.</p> <p>You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.</p>	<p>Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.</p>
<p>Volume of learning</p> <p>When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</p>	<p>Aspire ensures that each unit of competency is covered completely and in depth in both the learning content and the assessment. This approach will help you meet volume of learning requirements as you develop your training and assessment strategies.</p>

Section 2: Unit of competency information

2.1 Unit of competency

CHCPOL002 Develop and implement policy

Modification history

Release	Comments
Release 2	This version was released in <i>CHC Community Services Training Package release 3.0</i> . Amended modification history and mapping. Correction on number of element 3. Equivalent outcome.
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to research, develop and implement new policy initiatives.

This unit applies to workers who are directly responsible for driving new policy directives across a business unit, team or service.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

2.2 Unit of competency assessment requirements

Assessment Requirements for CHCPOL002 Develop and implement policy

Modification History

Release	Comments
Release 2	This version was released in <i>CHC Community Services Training Package release 3.0</i> . Amended modification history and mapping. Correction on number of element 3. Equivalent outcome.
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant change to knowledge evidence.

Performance Evidence	<p>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:</p> <ul style="list-style-type: none"> researched, drafted, developed and implemented at least 1 policy initiative for at least 1 business unit or organisation engaged in consultation with at least 3 different stakeholders, including: <ul style="list-style-type: none"> individuals groups or organisations
Knowledge Evidence	<p>The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> legal and ethical context (international, national, state/territory, local) for policy development in the sector of work: <ul style="list-style-type: none"> codes of practice duty of care human rights privacy, confidentiality and disclosure policy frameworks rights and responsibilities of workers, employers and

2.3 Aspire resources available for this unit

Aspire's resources are structured to meet the requirements of the unit of competency. They are designed to **complement**, not replace, the learning and assessment strategies you or your training organisation have put in place.

As the trainer, **you are in the best position to judge** the full training and assessment requirements of a unit of competency. The judgments that you make in this regard should form part of your training organisation's broader training and assessment strategy.

The following Aspire resources are available to support delivery in this unit.

Resource	General overview/how to use
Learner guide	<p>The learner guide's preliminary pages include information on:</p> <ul style="list-style-type: none"> • how to work through the learner guide • foundation skills. <p>The preliminary pages also include a checklist the learner can use to identify the topics they may already know.</p> <p>Each topic matches an element in the unit of competency.</p> <p>The learner guide content is presented in plain English so it is easy for the learner to understand. It describes procedures and current industry practice, and includes examples, checklists, documents, images and case studies. There are also illustrations or diagrams to add interest and aid learning.</p> <p>The topic summaries provide an opportunity to review the topic content.</p> <p>The learner guide practice tasks and learning checkpoints can be used to consolidate and evaluate learning. It is up to you and the learner to decide which ones are necessary. Remember, these tasks and activities are not finite. You can add to them, change them or substitute your own tasks according to the interest level, the experience of the learners and the specific situation. Encourage learners to keep their answers to activities as these will build towards their evidence and demonstration of competency.</p> <p>A final assessment is included in the learner guide, which is designed to assess the learner's competency across the whole unit. Features of the final assessment include:</p> <ul style="list-style-type: none"> • information about the assessment and its scope • an 'Are you ready for assessment?' checklist that the candidate can use to confirm they hold the skills and knowledge required to undertake the final assessment • an overview of the final assessment tasks, outlining task options • an assessment plan that the assessor and candidate can use to determine the tasks to be undertaken • the final assessment tasks themselves, which cover questioning, project/report and observation methods of assessment • a record of outcome for the assessor to use to confirm competency.
eBook	An eBook version of the learner guide is also available from Aspire.

3.2 Learning mapping

CHCPOL002 Develop and implement policy, Release 2

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Research new policy initiatives	Topic 1: Research new policy initiatives	n/a	n/a
1.1 Evaluate existing policies to determine their currency and relevance	1A Evaluate existing policies	1	LC1: 1
1.2 Evaluate current policy trends and their impact on policy development	1B Evaluate current policy trends and their impact	2	LC1: 2
1.3 Complete research and consultation in accordance with organisation policies and procedures	1C Complete research and consultation	3	LC1: 2, 3, 4
1.4 Facilitate open constructive discussion about policy issues and their possible resolution	1D Facilitate open constructive discussion about policy issues	4	LC1: 5
Element 2: Draft policies	Topic 2: Draft policies	n/a	n/a
2.1 Select and use policy formats and structures suited to policy users	2A Select and use policy formats and structures	5	LC2: Part A 2
2.2 Draft policies that reflect the culture, values and objectives of the organisation	2B Draft policies	6	LC2: Part A 1, 2
2.3 Clearly and logically articulate policy requirements and other information that supports policy statements	2C Clearly and logically articulate policy requirements	7	LC2: Part B 1, 2

Final assessment tasks

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete four assessment tasks.

<p>Complete the following task</p>	<ul style="list-style-type: none"> • Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses. • Part B – Case study questions You will demonstrate a sound knowledge of the unit requirements in your responses. • Part C – Observation You will demonstrate your skills and knowledge in a simulated workplace environment.
<p>Refer to the Aspire <i>Practical placement logbook</i> for this unit</p>	<ul style="list-style-type: none"> • Practical placement Your performance will be assessed in the workplace.

Please note that Part C is only included where the Assessment requirements for the unit of competency specify aspects of performance evidence that must be demonstrated in a simulated environment before practical placement. In all other cases, observation tasks have been incorporated into the practical placement assessment. Please refer to Aspire's *Practical placement logbook – User guide* for further information.

How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	CHCPOL002 Develop and implement policy, Release 2
Assessment tasks to be undertaken:	<input type="checkbox"/> Part A – Questions <input type="checkbox"/> Part B – Case study questions <input type="checkbox"/> Practical placement
Ready for assessment declaration:	<p>I confirm that the purpose and procedures of this assessment have been clearly explained to me. I have been consulted about any special needs I might have in relation to the assessment process. The criteria to be used for this assessment have been discussed with me, as have the consequences and possible outcomes of the assessment.</p> <p>I have accessed and understand general assessment information as provided by my training organisation.</p> <p>I have been given fair notice of the date, time, venue and other arrangements for this assessment. I have completed a self-assessment of my performance of the skills and knowledge for this unit and confirm that I am ready for assessment.</p>

4.3 Assessment mapping

CHCPOL002 Develop and implement policy, Release 2

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Research new policy initiatives			
1.1 Evaluate existing policies to determine their currency and relevance			O1
1.2 Evaluate current policy trends and their impact on policy development			O5
1.3 Complete research and consultation in accordance with organisation policies and procedures			O7
1.4 Facilitate open constructive discussion about policy issues and their possible resolution			O8
Element 2: Draft policies			
2.1 Select and use policy formats and structures suited to policy users	Q13		
2.2 Draft policies that reflect the culture, values and objectives of the organisation			O10
2.3 Clearly and logically articulate policy requirements and other information that supports policy statements			O11
2.4 Develop plans for policy resourcing, implementation and review		CS5	
Element 3: Test draft policies			

Part B – Case study questions

Instructions to the assessor	<p>Please refer to the assessment task as outlined in the Aspire learner guide.</p> <p>The candidate must complete the project unassisted by you or other personnel. The candidate may refer to reference material as needed.</p> <p>You must use your judgment to assess whether the candidate has satisfactorily addressed the project requirements and criteria.</p>
Reasonable adjustment	<p>If the candidate is unable to undertake the written assessment as designed, an interview (verbal questioning) may be used as an alternative approach.</p>
Feedback/unsatisfactory outcomes	<p>All questions must be answered satisfactorily for the written assessment to be completed satisfactorily.</p> <p>For any written assessment conducted that is incomplete, or without satisfactory performance, the assessment will need to be completed again after further training support. This may be simply to focus on question areas not achieved in the prior assessment.</p> <p>The written assessment may be re-attempted on two further occasions (maximum three attempts in total).</p> <p>As a further option, an alternative assessment task may be selected (for example, an interview assessment).</p>

Solution 1

Answers may include:

- changes in government childcare funding subsidies paid directly to services leaving a funding shortfall
- changes in childcare funding subsidies to parents resulting in drop in enrolments
- increased regulatory requirements that result in increased service costs.

Assessor comments:

Solution 2

To keep up to date with policy changes, Sage could:

- subscribe to a notification service or newsletter
- review relevant government agency websites
- review industry websites
- participate in industry forums.

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	CHCPOL002 Develop and implement policy, Release 2	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questions	<input type="checkbox"/>
	Part B – Case study questions	<input type="checkbox"/>
	Practical placement	<input type="checkbox"/>
Declaration:	<p>In completing this assessment, I confirm that the candidate has demonstrated all unit outcomes through consistent and repeated application of skills and knowledge with competent performance demonstrated in multiple instances over a period of time.</p> <p>Evidence collected has been confirmed as:</p>	