

## CONDUCT SOCIAL POLICY FORMULATION AND PUBLIC ADMINISTRATION

**UNIT CODE:** COD/OS/SW/CC/02/6/A

### UNIT DESCRIPTION

This unit cover the competencies required to conduct social policy formulation and public administration. It involves formulating social policy, carrying out policy implementation, analysing social policy, evaluating social policy, managing social welfare services and documenting social policy.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b> These describe the key outcomes which make up workplace function.	<b>PERFORMANCE CRITERIA</b> These are assessable statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the Range.</b></i>
1. Formulate social policy	1.1 assessment tools are developed as per organisation policy 1.2 assessment tools are implemented as per organisation policy 1.3 data is collected and analysed as per organisation policy 1.4 report is prepared and shared as per organisation policy
2. Carry out policy implementation	2.1 implementation plan is developed as per organisation policy 2.2 implementation meetings are conducted as per organisation policy 2.3 policy implementation activities are identified based on the proposed policy 2.4 resources are identified and availed based on the activities 2.5 mitigation measures to overcome the anticipated challenges are put in place as per organisation policy
3. Analyse social policy	3.1 Assessment tools are identified and developed as per organisation policy 3.2 Assessment tools are implemented as per

	<p>organisation policy</p> <p>3.3 Data is collected and analysed as per organisation policy</p> <p>3.4 Report is prepared, and findings shared as per organisation policy</p>
4. Evaluate social policy	<p>4.1 Evaluation tools and methods are identified as per organisation policy</p> <p>4.2 Evaluation tools are developed and implemented as per organisation policy</p> <p>4.3 Information is collected and analysed as per organisation policy</p> <p>4.4 Report is prepared and shared as per organisation policy</p>
5. Manage social welfare services	<p>3.1 Adequate logistical plan is prepared and implemented as per organisation policy</p> <p>3.2 Social welfare services plan is implemented as per organisation policy</p> <p>3.3 Social welfare services plan is monitored as per organisation policy</p> <p>3.4 Social welfare activities are evaluated as per organisation policy</p> <p>3.5 Evaluation report is prepared and shared as per organisation policy</p> <p>3.6 Recommendations are identified as per the evaluation report</p>
6. Document social policy	<p>3.7 Components of a documentation plan are identified as per the needs of the organisation</p> <p>3.8 Methods of keeping records are identified as per the needs of the organisation</p> <p>3.9 Documentation tools are identified and availed as per organisation policy</p> <p>3.10 Documentation plan is implemented as per organisation policy</p> <p>3.11 Regular review of the plan is carried out as per organisation policy</p>

## **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

### **Required Skills**

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making

### **Required knowledge**

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment
- Social work practices and interventions
- Social research
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting
- Digital literacy
- Theories of counselling

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidences that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Demonstrated ability to social policy assessment tools</li> <li>1.2 Demonstrated ability to implement assessment tools</li> <li>1.3 Demonstrated ability to collect and analyse data</li> <li>1.4 Demonstrated ability to prepare and share report</li> <li>1.5 Demonstrated ability to develop social policy implementation plan</li> <li>1.6 Demonstrated ability to identify social policy implementation activities</li> <li>1.7 Demonstrated ability to carry out mitigation measures</li> <li>1.8 Demonstrated ability to analyse social policies</li> <li>1.9 Demonstrated ability to evaluate social policies</li> <li>1.10 Demonstrated ability to document social policies</li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 A functional office</li> <li>2.2 Fully equipped simulated operations training office</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Written tests</li> <li>3.2 Interview</li> <li>3.3 Oral questioning</li> <li>3.4 Observation</li> <li>3.5 Third party report</li> </ul>
<p>4. Context of Assessment</p>	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> <li>4.1 On-the-job</li> <li>4.2 Off-the –job</li> <li>4.3 During Industrial attachment</li> </ul>
<p>5. Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>