



Australian Government

Department of Education, Employment and Workplace Relations

PUA40210 Certificate IV in Public Safety (SES Leadership)

Release: 1

PUA40210 Certificate IV in Public Safety (SES Leadership)

Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Employability Skills Summary for PUA40210 Certificate IV in Public Safety (SES Leadership)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA40210 Certificate IV in Public Safety (SES Leadership) have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Public Safety qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units. Employability Skill	Employability Skills Statement
Communication	<ul style="list-style-type: none"> • check team members' understanding of objectives and standards • communicate objectives and required standards • consult team members about implementing new work practices • encourage discussion, analyses and evaluation by personnel of their anticipated or actual roles in the activity they are in • interview • make presentations at community group gatherings, special interest forums, other organisation forums, community events and festivals • present information in a format suitable for analysis, interpretation and dissemination • present information, which may include routine and complex reports and submissions, briefing notes, ministerials, proposals, project plans, articles and promotional material • provide regular constructive feedback on all aspects of work

	<ul style="list-style-type: none"> performance provide team members with up-to-date information refer non-routine requests for information to an appropriate person
Teamwork	<ul style="list-style-type: none"> acknowledge contributions to team operations apply interpersonal skills consult team members encourage and support team members improve performance of teams and individuals inform relevant personnel involved in the activity of debriefing requirements lead and supervise individuals and teams maintain a team manage and develop individuals and teams use coaching and mentoring as development tools use team members' skills
Problem solving	<ul style="list-style-type: none"> allocate resources to facilitate required outcomes apply conflict resolution and negotiation techniques follow up brief/debrief actions, which may include addressing issues identified identify, analyse and develop solutions for difficulties in achieving required outcomes manage difficulties to achieve positive outcomes review activity against the policies, practices and training of the organisation to identify any discrepancies review information held by the organisation to determine suitability and accessibility use problem solving
Initiative and enterprise	<ul style="list-style-type: none"> identify and access required resources in accordance with organisation's policy and procedures identify brief/debrief follow-up actions and act upon them in a timely manner prepare plans to obtain information which is not available or accessible within the organisation report the results of information gathering, analysis and synthesis so they can be input to policy development and organisation decision making select an appropriate location for the brief/debrief
Planning and organising	<ul style="list-style-type: none"> collect appropriate incident information determine and identify the information needs of individuals/teams and the sources develop an action plan to meet individual and team training and development needs

	<ul style="list-style-type: none"> • identify and assess training needs of individuals and the team • monitor and evaluate resource usage against targets and organisational standards • plan and prepare a briefing/debriefing in accordance with the organisation's policy and procedures • store equipment stock and supplies in accordance with organisation's policy and procedures • summarise and record brief/debrief findings if appropriate in a format suitable for subsequent action by the appropriate personnel
Self-management	<ul style="list-style-type: none"> • collect information that is timely and relevant to the needs of individuals/teams • participate in conferences • provide leadership to individuals and teams • report the results of information gathering, analysis and synthesis within specified time frames and to the standard defined by the organisation
Learning	<ul style="list-style-type: none"> • learn about maintaining records of resource allocation and usage in accordance with relevant legislation and organisational guidelines • learn about organisation's policies, and organisation's procedures for activity debriefing, practices and training processes in relation to activity • support and participate in development activities
Technology	<ul style="list-style-type: none"> • analyse, which may include application of statistical methods • complete mathematical calculations • know about the organisation's policy, procedures and standards for technology and data associated with management information systems • operate resource management systems for example, computer database resource lists • use computer-based tools to produce resource reports • use management information systems to store and retrieve data for decision making • use management information systems, which may include computers, communication channels, records management, market trends, registries and file records, basic statistical information

Packaging Rules

Qualification Requirement: 12 units

All 5 core units plus 7 elective units

Where a pre-requisite unit is attached to an elective unit it is identified by this symbol \perp .

The pre-requisite units attached to any of the elective units must be undertaken and are additional to the number of elective units required for the qualification.

The 7 elective units may be taken from the elective units listed below and may include 2 units taken from this Training Package, any other endorsed Training Package or any state/territory accredited qualification where the unit is in a qualification at the same level or a higher level.

Pathways into the qualification and pathways from the qualification

Within the SES sector, pathways into and from qualifications are based on organisational requirements and capabilities, as well as the requirement to meet unit of competency pre-requisites.

Code	Core Units
PUACOM003B	Manage information
PUACOM005B	Foster a positive organisational image in the community
PUAMAN002B	Administer work group resources
PUAOPE015A	Conduct briefings and debriefings
PUATEA003B	Lead, manage and develop teams
Code	Elective Units
PUAAMS007B	Coordinate search and rescue operations
PUACOM002B	Provide services to clients
PUACOM008B	Develop and organise public safety awareness programs
PUACOM012B	Liaise with media at a local level
PUACOM013B	Administer a local public safety group
PUAEMR005B	Design and manage activities which exercise elements of emergency management
PUALAW001B	Protect and preserve incident scene
PUALAW002B	Conduct initial investigation at incident scene
PUALAW003B	Give evidence in a judicial or quasi-judicial setting
PUAPRO001B	Promote a learning environment in the workplace

Code	Core Units
PUASES010A	Plan, activate and maintain a communications network └ PUAOPE013A Operate communications systems and equipment
PUAVEH001B	Drive vehicles under operational conditions
TAADEL301C	Provide training through instruction and demonstration of work skills
For the purposes of gaining a qualification the following three units count as one unit*:	
TAAASS401C *	Plan and organise assessment
TAAASS301B *	Contribute to assessment
OR	
TAAASS402C *	Assess competence
TAAASS404B *	Participate in assessment validation

NOTES

TAA units have been imported from the TAA04 Training and Assessment Training Package.

Information about customising PUA00 Public Safety Training Package qualifications is on page [12](#).