



Australian Government

Department of Education, Employment and Workplace Relations

PUA41004 Certificate IV in Public Safety (Leadership)

Release: 1

PUA41004 Certificate IV in Public Safety (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 PUA41004 Certificate IV in Public Safety (Leadership)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA41004 Certificate IV in Public Safety (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"> • advise and involve the community in public safety activities, presentations at community group gatherings, special interest forums, other organisation forums, community events and festivals • explain and promote the organisation's activities • participate in conferences • represent the organisation's position on particular issues in a way which acknowledges community concerns and promotes community awareness • write reports
Teamwork	<ul style="list-style-type: none"> • allocate resources, which may include considering urgency, cost effectiveness, accessibility, maintenance demands, availability and deployment time • collect timely information that is relevant to the needs of individuals/teams

	<ul style="list-style-type: none"> determine the information needs of individuals/teams and identify the sources gather and disseminate information to appropriate personnel within the specified timeframe
Problem solving	<ul style="list-style-type: none"> allocate resources to facilitate required outcomes analyse feedback and cooperation with community groups analyse, which may include problem solving brief and debrief content and format, which may include problem based approaches provide advice that takes into account type of risk, locality, and protection of life, property and the environment 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
Initiative and enterprise	<ul style="list-style-type: none"> identify and act upon briefing and debriefing follow-up actions 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's decision making select an appropriate location for the brief/debrief
Planning and organising	<ul style="list-style-type: none"> conduct inspections to provide for relevant information for pre-incident planning evaluate resource usage against targets and organisational standards gather, analyse, synthesise and report information within specified timeframes and to the standard defined by the organisation monitor resource usage plan and prepare a briefing/debriefing in accordance with organisation's policy and procedures report the results of information gathering, analysis and synthesis so they can be input to policy development and organisation's decision making store equipment stock and supplies in accordance with organisation's policy and procedures
Self-management	<ul style="list-style-type: none"> analyse needs manage and store equipment stock and supplies in accordance with organisation's policy and procedures provide leadership to individuals and teams voice personal view to the review process

Learning	<ul style="list-style-type: none">• learn about legislative requirements relevant to emergency management• learn about organisation's policies• learn about organisation's procedures for activity debriefing• learn about practices and training processes in relation to activity• learn about reporting procedures of the organisation• learn about techniques for the prioritisation and evaluation of public safety risk management systems• maintain records of resource allocation and usage in accordance with relevant legislation and organisational guidelines• support and participate in development activities
Technology	<ul style="list-style-type: none">• ensure that computer-based tools are used to produce resource reports• use basic statistical information• use communication channels• use information technology effectively• use management information systems that may include computers• use management information systems to store and retrieve data for decision making• use market trends• use records management systems, registries and file records

Packaging Rules

Qualification Requirement: 13 units

All 6 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.

Code	Core Units
PUACOM001C	Communicate in the workplace
PUACOM003B	Manage information
PUACOM005B	Foster a positive organisational image in the community
PUAMAN002B	Administer work group resources
PUAOPE004B	Conduct briefings/debriefings
PUATEA003B	Lead, manage and develop teams
OR	
BSBFLM404A	Lead work teams
Code	Elective Units
PUAAMS007B	Coordinate search and rescue operations
PUACOM013B	Administer a local public safety group
PUACOM002B	Provide services to clients
PUACOM008B	Develop and organise public safety awareness programs
PUACOM012B	Liaise with media at a local level
PUAEMR005B	Design and manage activities which exercise elements of emergency management
PUAEMR006B	Treat risk at an operational level
PUAEMR008B	Contribute to an emergency risk management process
PUAEMR011B	Plan and implement a treatment measure

Code	Core Units
PUALAW001B	Protect and preserve incident scene
PUALAW002B	Conduct initial investigation at incident scene
PUALAW003B	Give evidence in a judicial or quasi-judicial setting
PUAMAN007B	Manage financial resources
PUAMAN008B	Manage physical resources
PUAPRO001B	Promote a learning environment in the workplace
PUASES010A	Plan, activate and maintain a communications network └ PUAOPE013A Operate communications systems and equipment
PUASES012A	Work as a team member in an emergency operations centre
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

BSB unit has been imported from the BSB01 Business Services Training Package.

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](#).

