



Australian Government

Department of Education, Employment and Workplace Relations

PUA41104 Certificate IV in Public Safety (Community Safety)

Release: 1

PUA41104 Certificate IV in Public Safety (Community Safety)

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 PUA41104 Certificate IV in Public Safety (Community Safety)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA41104 Certificate IV in Public Safety (Community Safety) 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"> • answer general enquiries • listen to questions • make presentations at community group gatherings, special interest forums, other organisation forums, community events and festivals • participate in conferences • provide advice on prevention and mitigation techniques in a way that acknowledges community concerns • provide information in a format suitable for analysis, interpretation and dissemination
Teamwork	<ul style="list-style-type: none"> • collect information that is timely and relevant to the needs of individuals/teams • determine the information needs of individuals/teams and identify the sources

	<ul style="list-style-type: none"> • develop networks and relationships • gather information which is disseminated to appropriate personnel within the specified timeframe • liaise effectively • participate in regular meetings and forums • support mutual cooperation • suggest and debate practical consultation and decision making strategies
Problem solving	<ul style="list-style-type: none"> • analyse, which may include problem solving • assess credibility, accuracy and currency of available risk information • identify sources of useful, credible information through stakeholders, community networks and interested parties • review information held by the organisation to determine suitability and accessibility • seek additional information from specialists, organisations and other stakeholders regarding information gaps and conflicting data or views
Initiative and enterprise	<ul style="list-style-type: none"> • analyse documented risk assessments • analyse family and historical records • analyse, which may include critical analysis • 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 • source information, which may include community information, credible individuals, group and community leaders
Planning and organising	<ul style="list-style-type: none"> • develop risk statements jointly by considering sources of risk, elements at risk and community/environmental vulnerability • develop with others, a draft project plan that is jointly refined and finalised prior to communication with stakeholders • identify organisational resources that can be provided to support the emergency risk management process
Self-management	<ul style="list-style-type: none"> • collect information that is timely and relevant to the needs of individuals/teams • demonstrate commitment by sharing knowledge and expertise, completing allocated tasks on time and encouraging others to help achieve common goals • place overall community safety outcomes above personal or organisational/constituency interests • provide input to help assess the effectiveness of existing treatment strategies • report information gathering, analysis and synthesis within

	specified timeframes and to the standard defined by the organisation
Learning	<ul style="list-style-type: none">• learn about active listening• learn about reporting procedures of the organisation• learn about the promotion of two-way communication with organisation/constituency
Technology	<ul style="list-style-type: none">• locate and interpret community information• know risks, which may include technology/technical issues• make technology available in the work area/organisation to manage information• use information systems, which may include computers; communication channels; records management; market trends, registries and file records, basic statistical information• use management information systems to store and retrieve data for decision making

Packaging Rules

Qualification Requirement: 12 units

All 4 core units plus at least 3 elective units from Group A plus 5 additional elective units from Group A or Group B

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

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 Group B 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
PUACOM003B	Manage information
PUACOM005B	Foster a positive organisational image in the community
PUACOM007B	Liaise with other organisations
PUAEMR008B	Contribute to an emergency risk management process

Code	Elective Units
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Group A

PUACOM006B Plan and conduct a public safety awareness program

PUACOM015B Conduct community safety activities

OR

PUAFIR301B Undertake community safety activities

PUAEMR006B Treat risk at an operational level

PUAEMR007B Conduct risk assessment

PUAFIR403B Assess building plans

PUAFIR404B Inspect dangerous goods facilities

⊐ PUAFIR304B Assess building plans

PUAFIR405B Collect, analyse and provide regulatory information

PUAFIR406B Develop prescribed burning plans

⊐ PUAFIR303B Suppress wildfire

Code	Core Units
PUAFIR507B	Inspect building fire safety systems <ul style="list-style-type: none"> └ PUAFIR302B Suppress urban fire └ PUAFIR314B Utilise installed fire safety systems └ PUAFIR403B Assess building plans
PUAFIR509B	Implement prevention strategies
OR	
PUAEMR011B	Plan and implement a treatment measure
PUAFIR510B	Inspect for legislative compliance <ul style="list-style-type: none"> └ PUAFIR301B Undertake community safety activities
PUAOPE011B	Inspect property and facilities
PUAPOL036B	Provide crime prevention advice through environmental design
PUAWER005B	Operate as part of an emergency control organisation
PUAWER009B	Participate as a member of an initial workplace emergency response team
CHCDFV402C	Manage own professional development in responding to domestic and family violence
CHCDFV404C	Promote community awareness of domestic and family violence
Group B	
PUACOM011B	Develop community awareness networks
PUACOM012B	Liaise with media at a local level
PUALAW001B	Protect and preserve incident scene
PUALAW003B	Give evidence in a judicial or quasi-judicial setting
PUALAW004B	Represent the organisation in a judicial or quasi-judicial setting
PUAMAN002B	Administer work group resources
PUAMAN005B	Manage projects
PUAOPE004B	Conduct briefings/debriefings

Code	Core Units
PUATEA003B	Lead, manage and develop teams
BSBMGT401A	Show leadership in the workplace
BSBWOR401A	Establish effective workplace relationships
CHCYTH301D	Work effectively with young people
CHCGROUP403D	Plan and conduct group activities
CHCPOL403B	Undertake research activities
PSPPOL401A	Contribute to policy development
PSPREG402C	Promote client compliance
RTD4805A	Facilitate ongoing group development
RTD5803A	Operate within community cultures and goals
SITXMPR001A	Coordinate the production of brochures and marketing materials
SRXRES002B	Improve client awareness and implementation of environmental management practices

For the purposes of gaining a qualification the following three units count as one unit*:

TAAASS401C* Plan and organise assessment

TAAASS402C* Assess competence

OR

TAAASS301B* Contribute to assessment

TAAASS404B* Participate in assessment validation

TAADEL301C Provide training through instruction and demonstration of work skills

NOTES

BSB units have been imported from the BSB07 Business Services Training Package.

CHC units have been imported from the CHC02 Community Services Training Package.

PSP units have been imported from the PSP04 Public Sector Training Package.

Code**Core Units**

RTD units have been imported from the RTD02 Conservation and Land Management Training Package.

SRX unit has been imported from the SRO03 Sport Industry Training Package.

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

THT unit has been imported from the THT02 Tourism Training Package.

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