



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PUA50806 Diploma of Public Safety (Defence Chaplaincy)**

**Release: 1**

## **PUA50806 Diploma of Public Safety (Defence Chaplaincy)**

### **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 PUA50806 Diploma of Public Safety (Defence Chaplaincy)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA50806 Diploma of Public Safety (Defence Chaplaincy) 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.<br><br><b>Employability Skill</b> | <b>Employability Skills Statement</b>   |
|---|---|
| <b>Communication</b>  | <ul style="list-style-type: none"> <li>• counsel organisation members and their families</li> <li>• determine specific needs of organisation members</li> <li>• document pastoral care and counselling proceedings</li> <li>• ensure relevant records maintenance requirements</li> <li>• follow instructions and report information</li> <li>• maintain records</li> <li>• monitor and document mental, emotional and spiritual well being of the organisation community</li> <li>• provide information on availability of chaplaincy and other pastoral services</li> <li>• provide spiritual advice and support</li> <li>• report pastoral issues and trends</li> <li>• use verbal and non-verbal communication techniques including body language, language style, active listening, questioning</li> </ul> |

|                                  |  |
|----------------------------------|--|
| <b>Teamwork</b>                  | <ul style="list-style-type: none"><li>• establish and maintain communication with other members of the chaplaincy team</li><li>• establish and maintain cooperative, working relationships with command and senior chaplains</li><li>• establish collaborative relationships with local clergy</li><li>• establish relationship with community members</li><li>• facilitate small group discussion</li><li>• provide pastoral support to organisational members in their work, home and leisure environments</li><li>• provide supportive networks</li><li>• support family members in their home</li><li>• undertake and maintain liaison with support agencies</li></ul>   |
| <b>Problem solving</b>           | <ul style="list-style-type: none"><li>• apply quality and continuous improvement processes and standards</li><li>• establish, maintain and develop relationships, exploring issues and or problem solving</li><li>• provide frameworks for responding to crises</li><li>• research background information to determine the most appropriate manner of presentation</li></ul>   |
| <b>Initiative and enterprise</b> | <ul style="list-style-type: none"><li>• be pro-active or reactive for personnel positively seeking spiritual and religious growth opportunities, personnel seeking succour in time of stress, and for personnel identified as needing support but who have not actively sought it</li><li>• use planning tools and methodologies such as intuition, experience and knowledge, anecdotal evidence, consultations and liaison</li></ul>  |
| <b>Planning and organising</b>   | <ul style="list-style-type: none"><li>• develop, confirm and document plans with relevant personnel</li><li>• establish religious service, activity or celebration to be conducted</li><li>• facilitate training, endorsement and encouragement of religious leaders</li><li>• identify planning requirements for chaplaincy services from organisation processes</li><li>• identify planning tools and methodologies and apply throughout the planning process</li><li>• identify, select and obtain all relevant planning factors and other data required, in accordance with organisation procedures</li><li>• test plans for accuracy and relevance and agreed with appropriate personnel in accordance with organisation procedures</li></ul> |
| <b>Self-management</b>           | <ul style="list-style-type: none"><li>• apply professional codes of practice</li><li>• attend conferences</li><li>• liaise with peers and organisation members</li></ul>   |

|                   |  |
|-------------------|--|
|                   | <ul style="list-style-type: none"><li>• listen actively, summarising and clarifying ideas</li><li>• maintain reading and prayer life</li><li>• maintain personal well-being</li><li>• maintain spiritual direction practice</li><li>• present abstract and symbolic ideas to groups and individuals</li><li>• provide positive and empathetic feedback</li><li>• read and interpret spoken and written texts which include abstract ideas and symbolism</li><li>• retain professionalism under duress</li><li>• seek formal and informal feedback from clients</li><li>• select language style suitable to audience and context for the purpose of establishing, maintaining and developing relationships, exploring issues and or problem solving</li><li>• take part in and facilitating interpersonal exchanges with groups and individuals</li></ul> |
| <b>Learning</b>   | <ul style="list-style-type: none"><li>• learn about codes of behaviour</li><li>• learn about organisation guidelines and standards for privacy, confidentiality, defamation, duty of care</li><li>• learn about principles of chaplaincy care</li><li>• learn about relevant organisational processes and protocols</li><li>• learn about relevant records maintenance requirements</li><li>• learn about world religions together with associated religious beliefs and practices; denominational doctrines, worship and practices</li><li>• maintain personal spirituality through annual retreats</li></ul>   |
| <b>Technology</b> | <ul style="list-style-type: none"><li>• use appropriate electronic media</li><li>• use information technology such as the internet for research</li><li>• use planning tools and methodologies such as software programs</li></ul>   |

## Packaging Rules

### Qualification Requirement: 12 units

#### All 7 core units plus 5 elective units

The 5 elective units may be taken from the elective units listed below, or may include 2 elective units from within this Training Package or any other endorsed Training Package at the same qualification level or a higher level.

| Code         | Core Units  |
|--------------|---|
| PUADEFCH001B | Provide pastoral care                                       |
| PUADEFCH002C | Provide ethical and pastoral advice                         |
| PUADEFCH003B | Deliver chaplaincy services                                 |
| PUADEFCH004B | Conduct and facilitate religious observances and activities |
| PUADEFCH005B | Perform as an effective member of the Chaplains' branch     |
| PUADEFEQ001C | Work with equity and diversity                              |
| BSBCMN411A   | Monitor a safe workplace                                    |

| Code         | Elective Units   |
|--------------|--|
| BSBADM502A   | Manage meetings  |
| BSBFLM501A   | Manage personal work priorities and professional development     |
| BSBFLM502A   | Provide leadership in the workplace                              |
| BSBFLM503A   | Establish effective workplace relationships                      |
| BSBSUS301A   | Implement and monitor environmentally sustainable work practices |
| FNBACC01B    | Provide financial and business performance information           |
| FNBACC16B    | Evaluate financial risk  |
| PUADEFEQ003B | Manage equity and diversity                                      |
| PUADEFRI001B | Treat risk within Defence at an operational level                |
| PUADEFRI002B | Conduct risk assessment in a Defence environment                 |
| PUAPRO001B   | Promote a learning environment in the workplace                  |
| PUATEA003B   | Lead, manage and develop teams                                   |

| <b>Code</b> | <b>Core Units</b>   |
|-------------|---|
| TAADEL301C  | Provide training through instruction and demonstration of work skills |
| TAAASS401C  | Plan and organise assessment  |
| TAAASS402C  | Assess competence   |
| TAAASS404B  | Participate in assessment validation                                  |

**NOTES**

BSB units have been imported from the BSB01 Business Services Training Package.

FNB units have been imported from the FNS04 Financial 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](#).