



Australian Government

Department of Education, Employment and Workplace Relations

PUA51106 Diploma of Public Safety (Defence Paralegal Services)

Release: 1

PUA51106 Diploma of Public Safety (Defence Paralegal Services)

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 PUA51106 Diploma of Public Safety (Defence Paralegal Services)

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA51106 Diploma of Public Safety (Defence Paralegal Services) 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"> • compile reports on equity and diversity issues • develop techniques for giving and receiving feedback in a constructive manner • identify and communicate equity and diversity strategies to team members • provide feedback on equity and diversity strategies to managers • use verbal and non-verbal communication techniques including body language, language style and active listening
Teamwork	<ul style="list-style-type: none"> • apply techniques to support others • foster and promote equity and diversity practices • provide assistance to maximise individual contribution to the attainment of the team objectives • supervise and monitor equity and diversity processes within the

	<ul style="list-style-type: none">workplace• understand team dynamics, aims and objectives• understand the composition, roles and responsibilities of team members
Problem solving	<ul style="list-style-type: none">• analyse and solve problems• deal with minor incidents• resolve grievances and complaints without bias• take action to correct inappropriate behaviour
Initiative and enterprise	<ul style="list-style-type: none">• translate research and analysis into clear advice to stakeholders
Planning and organising	<ul style="list-style-type: none">• apply processes to resolve grievance and complaints• determine and manage the constraints and risks relevant to the task• identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices• understand and apply throughout the operation, occupational health and safety requirements and recognised safety precautions, including those contained in Australian Defence Force procedures
Self-management	<ul style="list-style-type: none">• act independently• ensure that the individual decision making process is conducted in accordance with standard procedures
Learning	<ul style="list-style-type: none">• develop an understanding of equity and diversity strategies and techniques
Technology	<ul style="list-style-type: none">• use appropriate information technology and software

Packaging Rules

Qualification Requirement: 13 units

All 5 core units plus 1 unit from the specialisation elective units plus 7 general elective units

Specialist elective units should be selected from the fields that most closely align to an individual's occupational outcomes.

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

Code	Core Units
PUADEFEQ002B	Supervise equity and diversity in the workplace
BSALC501A	Run a file
BSALPP401A	Prepare and produce complex legal documents
BSALPP502A	Draft legally binding documents
PSPOHS401B	Implement workplace safety procedures and programs
Code	Specialisation Elective Units
PUADEFPL002B	Provide advice on service discipline and criminal law matters
PUADEFPL004B	Provide advice on administrative law matters
PUADEFPL006B	Provide advice on operations law matters
PUADEFPL008B	Provide advice on contract law matters
PUADEFPL010B	Provide advice on environmental law matters
PUADEFPL013B	Provide advice on civil claims
Code	General Elective Units
BSALLG501A	Assist with the discovery process
BSALLG502A	Appear in court
BSALLG503A	Attend pre-trial negotiations
BSALPL501A	Cost complex files
BSBADM406A	Organise business travel
BSBADM502A	Manage meetings

Code	Core Units
BSBFLM501B	Manage personal work priorities and professional development
BSBFLM503B	Manage effective workplace relationships
BSBFLM511B	Develop a workplace learning environment
BSBSUS301A	Implement and monitor environmentally sustainable work practices
FNSACCT501A	Provide financial and business performance information
FNSACCT609A	Evaluate financial risk
PSPGOV503B	Coordinate resource allocation and usage
PSPGOV511A	Provide leadership
PUADEFEQ003B	Manage equity and diversity
PUADEFRI001B	Treat risk within Defence at an operational level
PUADEFRI002B	Conduct risk assessment in a Defence environment
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS404B	Participate in assessment validation
TAADEL301C	Provide training through instruction and demonstration of work skills

NOTES

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

BSB units have been imported from the BSB01 and BSB07 Business Services Training Packages.

FNS units have been imported from the FNS04 Financial Services Training Package.

PSP units have been imported from the PSP04 Public Sector 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](#).

