



**Australian Government**

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

# **PUADEFCA005B Operate communications equipment**

**Revision Number: 1**

## PUADEFCA005B Operate communications equipment

### Modification History

Not applicable.

### Unit Descriptor

#### Unit Descriptor

This unit covers the competency required to select, set up, operate and maintain a range of communications systems and equipment. The individual will be responsible for inspecting the communications equipment prior to deployment and once in location, establishing and maintaining communications. Compliance with radiotelephone procedure, including authentication procedures, is an essential part of the competency. The unit also covers the ability to manage contingencies such as lost communications, jamming and interference, and implementing the necessary protocols to maintain or re-establish communications.

Competency in this unit will usually be demonstrated in *field conditions* under supervision. However, competence in establishing, operating and maintaining communications equipment must be demonstrated by the individual.

### Application of the Unit

#### Application of the Unit

The application of this unit in the workplace - the environments, complexities and situations involved - will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

This text will be useful for the purposes of job descriptions, recruitment advice or job analysis; where possible, it will not be too job specific to allow other industries to import it into other Training Packages, where feasible.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite Unit/s</b>	BSBCMN311A Maintain workplace safety
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## Employability Skills Information

<b>Employability Skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the Required Skills and Knowledge and/or the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Use communications systems and equipment

- 1.1 *Communication equipment* appropriate to the task is selected, inspected, tested and faults are reported in accordance with *standard procedures*
- 1.2 Communication equipment is set up and operated safely using authorised *radio telephone procedure* in accordance with standard procedures
- 1.3 Appropriate communication systems are utilised to facilitate the transmission and reception of voice and data

#### 2. Transmit and receive communications

- 2.1 Information is transmitted in accordance with standard procedures
- 2.2 Contact is acknowledged, communication is confirmed and action is taken as required in accordance with standard procedures
- 2.3 Communication faults and deficiencies are managed and *alternative communication strategies* are utilised in accordance with standard procedures
- 2.4 Communications are processed and recorded in accordance with standard procedures

#### 3. Maintain communications equipment

- 3.1 Fault finding techniques are applied and basic maintenance and routine servicing is conducted in accordance with standard procedures
- 3.2 Faulty equipment is identified, noted for repair and documentation is completed in accordance with standard procedures

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level, required for this unit.

#### **Required Skills**

- operate current radio equipment, including secure equipment
- utilise communication systems
- use radio telephone procedure, including codes
- employ alternative communications strategies
- clean and service communication equipment
- report communication faults and deficiencies
- follow instructions/directives and report information
- read and implement written or verbal orders and procedures

#### **Required Knowledge**

- range of communication equipment and accessories available
- communications protocols, policy and procedures relevant to the operation of communication equipment
- radio telephone procedure, including the use of codes
- principles of teamwork and teams aims and objectives
- composition of teams and roles and responsibility of team members

## **Evidence Guide**

### **EVIDENCE GUIDE**

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## EVIDENCE GUIDE

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to set up and operate selected items of communications equipment, utilise correct radio telephone procedure and maintain communications using alternative strategies when contact is lost.

Assessment should also confirm the ability to:

- inspect and test communications equipment
- set up equipment and establish communications
- use radio telephone procedure
- apply fault finding techniques
- employ alternative communication strategies

### Consistency in performance

Competency should be demonstrated in a range of communications activities conducted over an extended time frame to provide the operating and field conditions described in the Range Statement. The individual should operate a range of equipment and deal with contingencies in a number of contexts over an extended period

### Context of and specific resources for assessment

#### Context of assessment

Competency should be assessed under field conditions. Evidence should be gathered by observing the individual completing a number of communication tasks using a range of communications equipment.

#### Specific resources for assessment

Access to:

- communications equipment and accessories relevant to the task
- training area with a range of terrain and vegetation.

### Guidance information for assessment

Information that will assist or guide assessment will be written during Phase II of the Review of the PUA00 Public Safety Training Package.

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<b>Field conditions may include</b>	A range of terrain, soil and vegetation Under all weather conditions By day or night and under illumination
<b>Communications systems may include</b>	Networks Communication protocols Geographical information systems
<b>Communication equipment may include</b>	Personal computers and modems HF, VHF and UHF communications systems, accessories and equipment Facsimile machines Mobile telephones Landline and satellite telephones Pagers Specialised communications equipment used in search tasks Secure and insecure systems Man-pack and vehicle mounted configurations A range of antennas
<b>Standard procedures and instructions refer to</b>	Written and verbal orders and instructions Procedures manuals, job guides, communications pamphlets and other publications Manufacturer's handbooks, industry specifications and technical instructions Communications protocols, policy and procedures
<b>Radio telephone procedure may include</b>	Phonetic alphabet Voice procedure Call signs Use of abbreviations

**RANGE STATEMENT****Alternative communication strategies may include**

Emergency procedures
Use of codes
Submission of routine reports and returns
Transmitting on another band or frequency
Changing frequencies
Changing aerials
Changing equipment
Use of landline
Use of remote devices and radio relay

**Unit Sector(s)**

Not applicable.

**Corequisite Unit/s**

<b>Co-requisite Unit/s</b>	Nil
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