PUAPOLGD010A Perform police administrative duties

Revision Number: 3

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Modification History

PUAPOLGD010A Release 3: Unit Descriptor revised.
PUAPOLGD010A Release 2: Layout adjusted. Application, Required Skills and Knowledge and Evidence Guide edited.
PUAPOLGD010A Release 1: Primary release.

Unit Descriptor

This unit covers the competency required to perform a range of administrative functions and to prepare, submit and/or assess documentation pertaining to organisational needs and the receipt, storage and recording of money/property.
This unit replaces PUAPOL010B Perform administrative duties.
No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit will be applied in an administrative policing environment that requires handling of administrative tasks and activities related to correspondence, records, reports and forms.
This unit supports the competencies related to receiving, recording and storing money and property.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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 Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage administrative tasks, correspondence and records	1.1 *Administrative tasks* are assessed, prioritised and executed to ensure effectiveness of operations 1.2 *Correspondence and records* are completed accurately and in a timely manner 1.3 Correspondence and records are maintained securely in compliance with organisational procedures 1.4 Movement of correspondence and records is accurately recorded 1.5 Correspondence and records are submitted and stored as required and in accordance with organisational guidelines 1.6 Notes/records of duties are completed and accurately maintained in accordance with organisational requirements 1.7 Currency of notes/records is ensured
2. Complete and submit departmental reports and forms	2.1 Documentation is completed in accordance with organisational requirements 2.2 Accurate, complete, legible, understandable *departmental reports and forms* are compiled and produced in the correct formats 2.3 Documentation is submitted within required timeframe
3. Receive, record and store money and property	3.1 Jurisdictional laws, policies and procedures relating to receiving, recording and storing *money and property* are complied with 3.2 Organisational policies and procedures relating to maintenance of security of stored money/property are complied with 3.3 Money/property *received* is recovered from storage and *disposed* of in accordance with organisational policies and procedures

Government Skills Australia

Required Skills and Knowledge

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

Required Skills

- access databases for the purposes of checking applicant details/history
- accurately complete departmental forms and reports complying with organisational requirements regarding completion/currency of maintenance logs, patrol records
- accurately operate a computer keyboard
- produce clear and concise written communication

Required Knowledge

- by-laws and regulations relating to the preparation of documentation
- storage of property/money
- jurisdictional laws
- organisational policies and procedures (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability)
- various types of departmental and licensing system documents/proformas/logs and the preparation requirements for each

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm the ability to: • accurately prepare documentation, receipt, storage and recording of money/property consistent with organisational policies, procedures and guidelines. **Consistency in performance** Competency should be demonstrated over time and from a range of simulated and/or actual workplace situations.
Context of and specific resources for assessment	**Context of assessment** Competency should be assessed over time in a range of actual or simulated workplace environments. **Specific resources for assessment** Access is required to: • appropriate departmental proformas, licence applications, property books and storage systems • information databases to enable applicant suitability checks.
Method of assessment	In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook. Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment. Assessment may occur in an operational environment or in an industry-approved simulated work environment. Forms of assessment that are typically used include: • direct observation • interviewing the candidate • journals and workplace documentation • third party reports from supervisors • written or oral questions.

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.

Administrative tasks cover the full range of tasks undertaken in support of the function's operational activities and may include:

- Equipment maintenance
- Initiating telephone calls
- Organising transport
- Stores requisitions and distribution

Correspondence and records may include:

- Audible and accountable documents
- Audiotape records
- Computer
- Formatted documents
- Internal and external memos
- Investigation files

Departmental reports and forms may include:

- Accoutrements usage reports
- Coroner's reports
- Exhibit/evidence reports/briefs
- Incident reports
- Interview reports
- Motor vehicle log books
- Patrol activity reports
- Property book and disposal schedules
- Time sheets, leave forms

Money and property received may or may not:

- Become evidence in later court proceedings

Receiving money and property may include:

- Money/property found and handed in to police
- Money/property recovered/confiscated in the process of an investigation
- Money/property recovered from accident scenes

Disposing of money and property of may include:

- Forfeiture to the Crown (under Confiscated Assets laws)
- Organisationally sanctioned means such a public auction
- Return to lawful claimant

Unit Sector(s)

Not applicable.