



**Australian Government**

# **PUA21312 Certificate II in Public Safety (SES)**

**Release 2**

## PUA21312 Certificate II in Public Safety (SES)

### Modification History

Release	TP version	Comments
2	PUA12 V2	Imported units updated
1	PUA12 v1	New release of existing qualification from PUA00 v8.1: PUA21310. Packaging rules wording revised, imported units updated. Equivalent.

### Description

Not applicable.

### Pathways Information

#### Pathways into the qualification and pathways from the qualification

Within the SES sector, pathways into and from qualifications are based on organisational requirements and capabilities, as well as the requirement to meet unit of competency pre-requisites.

### Licensing/Regulatory Information

Not applicable.

### Entry Requirements

Not applicable.

## Employability Skills Summary

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the PUA21312 Certificate II in Public Safety (SES) 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.

<b>Employability Skill</b>	<b>Employability Skills Statement</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• discuss and clarify needs and expectations with clients</li> <li>• ensure non verbal communication is positive, culturally appropriate and tailored to the audience</li> <li>• fill in accident and incident forms</li> <li>• locate, interpret and provide relevant information to requests</li> <li>• use active listening skills and questioning techniques to clarify issues</li> <li>• use questioning, learning and summarising skills to establish client needs</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• encourage and acknowledge participation by team members</li> <li>• make a positive contribution to the effectiveness and efficiency of a team</li> <li>• participate in group meetings</li> <li>• support team members in achieving workplace goals</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• recognise, rectify where possible and report hazards in the work area to designated personnel according to workplace procedures</li> <li>• recognise and resolve problems and conflict</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• raise occupational health and safety issues with designated personnel in accordance with workplace procedures and relevant occupational health and safety legislation</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• assess work load and set priorities within allocated timeframes</li> <li>• identify factors affecting work requirements, assess their impact and take appropriate action to ensure work requirements are met</li> <li>• identify hazards and assess risks</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>• develop and maintain own expertise</li> <li>• identify training and development needs relevant to the area of work</li> <li>• manage own work</li> <li>• monitor own work</li> </ul>

	<ul style="list-style-type: none"><li>• recognise and manage signs of personal stress</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• maintain current required licences and certificates</li><li>• participate in programs to ensure level of expertise meets organisation's requirements</li><li>• learn about local operations centre activation procedures</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• use communication technology if relevant to workplace requirements</li><li>• use information technology effectively</li></ul>

## Packaging Rules

10 units of competency are required for this qualification including:

- 6 core units
- 4 elective units

Choose a minimum of 2 elective units from the list below.

Choose the remaining 2 units from either the list below, **or** elsewhere within this training package, **or** another endorsed training package, **or** accredited course.

All elective units selected from outside this qualification must be from an equivalent qualification level or higher.

**Elective units selected must not duplicate content already covered by other units in this qualification.**

Where a pre-requisite unit is attached to a unit it is identified by this symbol ⊥.

The pre-requisite units attached to any of the units must be undertaken and are additional to the number of units required for the qualification.

Code	Core Units
PUACOM001C	Communicate in the workplace
PUACOM002B	Provide services to clients
PUAOHS001C	Follow defined occupational health and safety policies and procedures
PUATEA001B	Work in a team
PUATEA004D	Work effectively in a public safety organisation
HLTFA201B	Provide basic emergency life support
Code	Elective Units
PUAEQU001B	Prepare, maintain and test response equipment
PUALAW001B	Protect and preserve incident scene
PUAOHS002B	Maintain safety at an incident scene
PUAOPE013A	Operate communications systems and equipment
PUASAR022A	Participate in a rescue operation ⊥ PUAEME001B Provide emergency care OR HLTFA201B Provide basic emergency life support
PUASES012A	Work as a team member in an emergency operations centre
HLTFA301C	Apply first aid
TLIH2001A	Interpret road maps and navigate predetermined routes

**NOTE**

HLT units have been imported from the HLT07 Health Training Package.

TLI unit has been imported from the TLI10 Transport and Logistics Training Package.

Information about customising PUA12 Public Safety Training Package qualifications is in the Customisation of Qualifications section.