Australian Government
Department of Education, Employment and Workplace Relations

PUA40212 Certificate IV in Public Safety (SES Leadership)

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

PUA40212 Certificate IV in Public Safety (SES Leadership)

Modification History

Release	TP version	Comments
1	PUA12 v1	New release of existing qualification from PUA00 v8.1: PUA40210. 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 PUA40212 Certificate IV in Public Safety (SES Leadership) 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	• check team members' understanding of objectives and standards • communicate objectives and required standards • consult team members about implementing new work practices • encourage discussion, analyses and evaluation by personnel of their anticipated or actual roles in the activity they are in • interview • make presentations at community group gatherings, special interest forums, other organisation forums, community events and festivals • present information in a format suitable for analysis, interpretation and dissemination • present information, which may include routine and complex reports and submissions, briefing notes, ministerials, proposals, project plans, articles and promotional material • provide regular constructive feedback on all aspects of work performance • provide team members with up-to-date information • refer non-routine requests for information to an appropriate person
Teamwork	• acknowledge contributions to team operations • apply interpersonal skills • consult team members • encourage and support team members • improve performance of teams and individuals • inform relevant personnel involved in the activity of debriefing requirements • lead and supervise individuals and teams • maintain a team • manage and develop individuals and teams • use coaching and mentoring as development tools

Employability Skill	Employability Skills Statement
	• use team members' skills

Employability Skill	Employability Skills Statement
Problem solving	• allocate resources to facilitate required outcomes • apply conflict resolution and negotiation techniques • follow up brief/debrief actions, which may include addressing issues identified • identify, analyse and develop solutions for difficulties in achieving required outcomes • manage difficulties to achieve positive outcomes • review activity against the policies, practices and training of the organisation to identify any discrepancies • review information held by the organisation to determine suitability and accessibility • use problem solving
Initiative and enterprise	• identify and access required resources in accordance with organisation's policy and procedures • identify brief/debrief follow-up actions and act upon them in a timely manner • prepare plans to obtain information which is not available or accessible within the organisation • report the results of information gathering, analysis and synthesis so they can be input to policy development and organisation decision making • select an appropriate location for the brief/debrief
Planning and organising	• collect appropriate incident information • determine and identify the information needs of individuals/teams and the sources • develop an action plan to meet individual and team training and development needs • identify and assess training needs of individuals and the team • monitor and evaluate resource usage against targets and organisational standards • plan and prepare a briefing/debriefing in accordance with the organisation's policy and procedures • store equipment stock and supplies in accordance with organisation's policy and procedures • summarise and record brief/debrief findings if appropriate in a format suitable for subsequent action by the appropriate personnel
Self-management	• collect information that is timely and relevant to the needs of individuals/teams • participate in conferences • provide leadership to individuals and teams

Employability Skill	Employability Skills Statement
	• report the results of information gathering, analysis and synthesis within specified time frames and to the standard defined by the organisation
Learning	• learn about maintaining records of resource allocation and usage in accordance with relevant legislation and organisational guidelines • learn about organisation's policies, and organisation's procedures for activity debriefing, practices and training processes in relation to activity • support and participate in development activities
Technology	• analyse, which may include application of statistical methods • complete mathematical calculations • know about the organisation's policy, procedures and standards for technology and data associated with management information systems • operate resource management systems for example, computer database resource lists • use computer-based tools to produce resource reports • use management information systems to store and retrieve data for decision making • use management information systems, which may include computers, communication channels, records management, market trends, registries and file records, basic statistical information

Packaging Rules

12 units of competency are required for this qualification including:

- 5 core units
- 7 elective units

Choose a minimum of 5 elective units from the list below.

Choose the remaining 2 elective units from either the elective lists below, **or** from 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
PUACOM003B	Manage information
PUACOM005B	Foster a positive organisational image in the community
PUAMAN002B	Administer work group resources
PUAOPE015A	Conduct briefings and debriefings
PUATEA003B	Lead, manage and develop teams
Code	**Elective Units**
PUAAMS007B	Coordinate search and rescue operations
PUACOM002B	Provide services to clients
PUACOM008B	Develop and organise public safety awareness programs
PUACOM012B	Liaise with media at a local level
PUACOM013B	Administer a local public safety group
PUAEMR030	Manage and evaluate emergency management exercises
PUAEMR031	Design emergency management exercises
PUALAW001B	Protect and preserve incident scene
PUALAW002B	Conduct initial investigation at incident scene
PUALAW003B	Give evidence in a judicial or quasi-judicial setting

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PUAPRO001B	Promote a learning environment in the workplace
PUASES010A	Plan, activate and maintain a communications network ∟ PUAOPE013A Operate communications systems and equipment
PUAVEH001B	Drive vehicles under operational conditions
TAEDEL301A	Provide work skill instruction

For the purposes of gaining a qualification the following three units count as one unit*:

TAEASS401B *	Plan assessment activities and processes
TAEASS301B *	Contribute to assessment

OR

TAEASS402B *	Assess competence
TAEASS403B *	Participate in assessment validation

NOTE
TAE units have been imported from the TAE10 Training and Education Training Package.
Information about customising PUA12 Public Safety Training Package qualifications in the
Customisation of Qualifications section.