



Australian Government

Department of Education, Employment and Workplace Relations

PUAEMR029 Plan and implement a treatment measure

Release: 1

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Modification History

PUAEMR029 Release 1: Primary release.

Unit Descriptor

This unit describes the outcomes required to plan and implement a treatment measure that is within the scope and capability of a single agency, organisation, or service provider.

Application of the Unit

This unit applies to people responsible for implementing part of a risk treatment plan that is within the responsibility of their organisation.

This unit is applied following an emergency risk assessment with a community or part of a community. Such assessments are conducted at local, regional or state level by local governments, emergency management committees, public safety agencies, major event managers or other organisations that need to understand emergency risk to a community. The output of these assessments includes a risk treatment plan that allocates agreed responsibilities for implementing recommended treatment options.

No licencing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

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. Develop treatment plan	<p>1.1 Risk(s) to be treated and current relevance of treatment option(s) confirmed.</p> <p>1.2 Key <i>stakeholders</i> are identified along with their potential interests, sensitivities, roles and responsibilities</p> <p>1.3 Performance criteria for assessing the effectiveness of treatment implementation are established in consultation with stakeholders.</p> <p>1.4 Treatment actions, resources required, milestones, budget, reporting procedures and roles and responsibilities of project team members are identified.</p> <p>1.5 Implementation issues are identified and contingencies developed where necessary.</p> <p>1.6 An agreed treatment plan is documented and submitted for approval in accordance with organisational policies and procedures.</p>
2. Implement and monitor treatment plan	<p>2.1 Team roles and responsibilities are allocated and communication and reporting procedures are confirmed.</p> <p>2.2 Consultation and communication strategies, treatment activities and adequacy of resources are monitored and reported.</p> <p>2.3 Variations to the treatment plan are agreed with supervisor/manager and documented.</p> <p>2.4 Accurate <i>records</i> of meetings and communications with stakeholders and project team members are maintained</p> <p>2.5 Treatment activities are completed efficiently.</p>
3. Review the process and treatment implementation	<p>3.1 Effectiveness of treatment implementation is assessed using agreed performance criteria and stakeholder input.</p> <p>3.2 Planning processes are reviewed to identify opportunities for improvements.</p> <p>3.3 All project reporting requirements are completed.</p>

Required Skills and Knowledge

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

Required Skills

- analyse effectiveness of treatment implementation
- analyse positions of stakeholders, priorities of agencies and individuals
- define and solve problems
- demonstrate effective interpersonal interactions
- interpret and follow applicable organisational policy and procedures
- listen actively
- locate and interpret community information
- manage projects
- maximise the participation of team members and input of stakeholders
- monitor and enhance team work
- resolve conflicts between participants constructively
- summarise and explain key information clearly
- value diversity of views and perceptions of risks

Required Knowledge

- culture, diversity and history of communities, environments and associated concerns, issues and sensitivities, perception of risks
- culture, structure and responsibility for treatments of key response/recovery agencies and organisations
- decision-making techniques
- jurisdictional, organisational and operational responsibilities for implementing risk treatment options
- legislative and regulatory requirements relevant to implementing risk treatments
- meeting procedures
- organisational requirements for the submission and approval of treatment plans and reporting of treatment outcomes
- project management techniques
- planning process and the kinds of outcomes and benefits for communities
- team work principles and strategies
- tools for assessing treatment options

Evidence Guide

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

Assessment must confirm the ability to:

- evaluate the treatment measure
- develop an effective implementation plan in cooperation with the stakeholders and gain organisational approval for it
- identify implementation issues and develop/document contingencies
- work with stakeholders to monitor treatment

implementation

- maintain momentum and achieve the project outcomes within available resources
- establish, conduct and finalise a treatment project that has broad stakeholder and organisational support and produces effective treatment outcomes

Consistency in performance

Competency should be demonstrated in at least two different contexts throughout the life of a treatment project, or during components of a number of projects, one of which may be simulated.

Context of and specific resources for assessment

Context of assessment

Competency should be assessed planning and implementing an agreed treatment measure in the workplace or in a simulated workplace environment.

Specific resources for assessment

For the demonstration of competence in this unit it will be necessary to participate in a real-world project. Underpinning knowledge may be assessed through written assignments, project reports, debriefings and action learning projects in real or simulated environments.

Guidance information for assessment

This unit contains many transferable skills, such as communication, consultation, research and analysis skills that can be applied in the emergency risk management context.

Assessors should use formative assessment strategies in a simulated environment to contextualise underpinning knowledge. Summative assessment requires application of the unit in a real-world project, often in an action-learning context.

This unit may be assessed with other units that address project management or other parts of the emergency risk management process.

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.

Stakeholders may include:

- staff
- client groups
- decision makers
- members of the public
- community groups
- industry groups
- public and private sector organisations
- non-government organisations
- elected officials

Performance criteria for assessing the effectiveness of treatment implementation may include:

- benefits of outcomes compared with costs of treatments
- benefits to individuals, enterprises, communities, the environment, governments and their agencies
- improved resilience of community/organisation through improved systems
- reduction of vulnerability

Records may include:

- lists of potential costs, invoice and payment records
- log books, diaries, schedules, charts
- minutes of meetings
- project/organisational files and records
- reports to stakeholders and management
- risk management plans

Unit Sector(s)

Not applicable.